



# The State of Missouri's FORMULA (TITLE II) GRANT PROGRAM

In conjunction with: The United States Department of Justice  
Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention



**October 1, 2006 - September 30, 2007**

**REQUEST FOR PROPOSAL**

**APPLICATION DEADLINE JULY 14, 2006**



**MATT BLUNT, Governor**  
**MARK S. JAMES, Director**  
**SANDRA J. REMPE, Juvenile Justice Specialist**



# TABLE OF CONTENTS

INTRODUCTION_____	4
SOURCE FEDERAL FORMULA GRANT FUNDS_____	4
PURPOSE OF THE FORMULA GRANT PROGRAM_____	4
DEFINITIONS_____	5
FUNDING AVAILABILITY_____	6
ELIGIBILITY REQUIREMENTS_____	6
FUNDING PRIORITIES_____	8
PURPOSE AREAS_____	8
MODEL PROGRAMMING & EFFECTIVE PRACTICES_____	8
ADMINISTRATIVE COSTS_____	9
UNALLOWABLE COSTS_____	9
CONTINUATION FUNDING_____	10
SUPPLANTING_____	10
APPLICATION FORMAT_____	12
APPLICATION FORMAT CHECKLIST_____	17
APPLICATION DEADLINE AND DELIVERY INSTRUCTIONS_____	18
APPLICATION REVIEW AND AWARD PROCESS_____	18
CONTRACTUAL AGREEMENT AND CONTRACT PERIOD_____	19
TECHNICAL ASSISTANCE_____	20
REPORTING REQUIREMENTS_____	22
CONTRACTUAL REQUIREMENTS_____	22
<b>APPENDIX A- PURPOSE AREA DESCRIPTIONS: COURT SERVICES (J1)</b> _____	<b>24-25</b>
DIVERSION (J2)_____	26
AFTERCARE / REENTRY (J3)_____	27
DISPROPORTIONATE MINORITY CONTACT (J4)_____	28
<b>APPENDIX B - PERFORMANCE BASED MEASURES AND DEFINITIONS</b> _____	<b>29-42</b>
<b>APPENDIX C- BUDGET FORMS, BUDGET EXAMPLES, AND REQUIRED FORMS</b> _____	<b>43-65</b>
<b>APPENDIX D – FINANCIAL &amp;ADMINISTRATIVE GUIDELINES, &amp; OMB CIRCULARS</b> _____	<b>66-74</b>
REFERENCE MATERIALS_____	76-78

**FORMULA (TITLE II) GRANT  
REQUEST FOR PROPOSAL**  
PROGRAM DESCRIPTION &  
FUNDING SPECIFICS  
(PART I)

## INTRODUCTION

Since 1974, the Office of Juvenile Justice and Delinquency Prevention (OJJDP) of the United States Department of Justice has administered the Formula Grants program to support state and local delinquency prevention and intervention efforts, and juvenile justice system improvements. OJJDP's mission statement is as follows:

*The Office of Juvenile Justice and Delinquency Prevention (OJJDP) provides national leadership, coordination, and resources to prevent and respond to juvenile delinquency and victimization. OJJDP supports states and communities in their efforts to develop and implement effective and coordinated prevention and intervention programs and to improve the juvenile justice system so that it protects public safety, holds offenders accountable, and provides treatment and rehabilitative services tailored to the needs of juveniles and their families.*

The Formula Grant program is authorized under Formula (Title II), Part B, Section 222, of the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, as amended (Public Law 93-415, 42 U.S.C.5601 et seq.).

## SOURCE OF FEDERAL FORMULA GRANT FUNDS

Formula grant funds are appropriated by Congress and administered by OJJDP. OJJDP allocates funds to Missouri on the basis of the state's proportionate juvenile population. As Missouri's funding allocation depends initially on congressional appropriations, Missouri's formula grant award may fluctuate over the course of several federal fiscal years. In order for states to be eligible for Title II funding, they must: (1) designate a state agency to prepare and administer the state's comprehensive three-year juvenile justice and delinquency prevention plan; (2) establish a State Advisory Group (SAG) –in Missouri this group is referred to as the Juvenile Justice Advisory Group (JJAG). The JJAG members are appointed by Missouri's Governor to advise the Department on juvenile justice policy direction, and participate in the administration of the Formula Grants program plan; and (3) commit to achieve and maintain compliance with the following four core requirements of the JJDP Act:

- **Sec. 223(a) 12** Deinstitutionalization of Status Offenders (DSO).
- **Sec. 223(a) 13** Separation of Juveniles from Adult Offenders
- **Sec. 223(a) 14** Adult Jail and Lockup Removal
- **Sec. 223(a) 23** Disproportionate Minority Contact

## PURPOSE OF THE FORMULA GRANT PROGRAM

The Juvenile Justice and Delinquency Prevention Act. Section 102 (b) of the Act states, "It is therefore the further declared policy of Congress to provide the necessary resources, leadership, and coordination:

1. *To develop and implement effective methods of preventing and reducing juvenile delinquency, including methods with a special focus on preserving and strengthening families so that juveniles may be retained in their homes;*
2. *To develop and conduct effective programs to prevent delinquency, to divert juveniles from the traditional juvenile justice system, and to provide critically needed alternatives to institutionalization;*
3. *To improve the quality of juvenile justice in the United States;*
4. *To increase the capacity of state and local governments and public and private agencies to conduct effective juvenile justice and delinquency prevention and rehabilitation programs and to provide research, evaluation, and training services in the field of juvenile delinquency prevention;*
5. *To encourage parental involvement in treatment and alternative disposition programs, and;*
6. *To provide for coordination of services between state, local, and community-based agencies and to promote interagency cooperation in providing such services.”*

## DEFINITIONS

**At-Risk Youth:** Children under age 17 who are extraordinarily susceptible to the negative effects of drug and alcohol abuse, early sexual activity, and/or problems at school, home, or in their neighborhood. These youth often lack many protective factors in their lives, and are therefore at a greatly elevated risk for committing delinquent or harmful acts.

**Ceiling** - A stated maximum amount of funding an applicant may request.

**DCTAT-** (D.C.-tat) The Office of Juvenile Justice and Delinquency Prevention’s Data Collection and Assistance Tool. The DCTAT is an online database that States and their sub-grantees will utilize to report service delivery and performance measurement data at given intervals during the contract period, as identified by the Department of Public Safety.

**Department** – The Missouri Department of Public Safety.

**Direct Service** - providing physical services to a formula grant program participant including, but not limited to, transportation, tutoring and educational services, one to one mentoring and mentor support services, family and individual counseling, alcohol and other drug assessments, mediation services, community service supervision, and case management services.

**Director** - The director of the Missouri Department of Public Safety or a person designated by him for the purposes of sections RSMo. 595.010-070.

**Floor** – A stated minimum amount of funding that an applicant may request.

**Formula Grants-** Federal juvenile justice grants awarded to states and territories based upon congressional appropriations and states' proportionate juvenile population. Formula Grants are often referred to as "Title II" grants, as Title II of the federal JJDP Act details the Formula Grants program.

**Juvenile Offender** – for the purposes of this application, a person under age seventeen residing in Missouri who has: **1)** informally admitted to the commission of a status or delinquent offense as described in RSMo. 211.031.1(2) and (3), or, **2)** has been formally adjudicated by a Missouri juvenile or family court for an offense as described in RSMo. 211.031.1(2) or (3).

**Law Enforcement** – The term "law enforcement" means a public agency charged with policing functions.

**Public Agency** – Any local, state, or federal governmental organization whose primary responsibility is the administration of public funds, or providing a public service.

**Performance Based Measures** - Evidence based methods of evaluating a program's success in meeting specific goals and objectives. Performance Based Measures are based upon logic models developed for each formula grant purpose area. The Office of Juvenile Justice and Delinquency Prevention has mandated the use of these measures by states and their sub-grantees.

**Sub-grantee** – An agency receiving grant funding from the Missouri Department of Public Safety.

**OJP-** The Office of Justice Programs. This federal office is housed within the U.S. Department of Justice, and oversees the Office of Juvenile Justice and Delinquency Prevention (OJJDP).

**OJJDP-** The Office of Juvenile Justice and Delinquency Prevention. This unit of federal government is housed within the U.S. Department of Justice, within the Office of Justice Programs (OJP).

**Title II** – Refers to the section of the JJDP Act of 2002 that details the federal Formula Grant program. Formula grants are often referred to as "Title II" grants.

## FUNDING AVAILABILITY

### *Availability of Funds*

There is approximately **\$1.0 million dollars** available for the grant period of October 1, 2006 to September 30, 2007. No in-kind or hard cash match is required. In previous years, applicants were limited to requesting a maximum funding amount of \$40,000.00. For the 2006 contract period, this cap or, "ceiling" has been removed, and applicants may apply for any amount of funding above the defined minimum, or "floor." (See purpose areas on pg. 9)

## ELIGIBILITY REQUIREMENTS

The Missouri Department of Public Safety establishes eligibility criteria that must be met by all organizations that receive Title II funds. Each applicant organization shall meet the following requirements:

*Public or Nonprofit Agency* - To be eligible to receive Title II funds, applicants must be an operating public or nonprofit agency, or a combination of such organizations. Juvenile and family courts, law enforcement agencies, local units of government, churches, schools, and public youth service agencies or organizations with appropriate experience, expertise, and service capacity are all eligible applicants for funding.

***Special Note on Faith Based Organizations:***

Article IX, Section 8 of the Missouri constitution states:

*“Neither the general assembly, nor any county, city, town, township, school district or other municipal corporation, shall ever make an appropriation or pay from any public fund whatever, anything in aid of any religious creed, church or sectarian purpose, or to help to support or sustain any private or public school, academy, seminary, college, university, or other institution of learning controlled by any religious creed, church or sectarian denomination whatever; nor shall any grant or donation of personal property or real estate ever be made by the state, or any county, city town, or other municipal corporation, for any religious creed, church, or sectarian purpose whatever.”*

This language is more restrictive than language found in the United States Constitution. However, to comply with section 28 Code of Federal Regulations part 38 (28 C.F.R. pt.38), stating the policy of Office of Justice Programs (OJP) allowing faith-based and community organizations that statutorily qualify as eligible applicants under OJP programs to apply for funding, the Missouri Department of Public Safety will accept applications from faith-based organizations under the following guidelines.

1. Faith-based organizations may not use OJP grant funds to fund any inherently religious activity, such as prayer or worship.
2. Faith-based organizations must separate any inherently religious activities in time or place from any OJP funded program activities.
3. Faith-based organizations may not use any portion of their OJP funds to promote, encourage, enlist, advocate, or urge any individual to participate in any religious creed, sectarian purpose, or church.
4. If funded, a faith-based organization must be able to establish and document 501 (c)(3) or other nonprofit status before receiving funding.

Faith-based organizations receiving OJP funding through the Missouri Department of Public Safety will, as a part of their final award notice be made aware of the above noted guidelines through contractual assurances and special conditions.

***Age Restriction***

Youth under the age of seventeen are eligible to receive services funded by a formula grant. If a youth is a ward of a juvenile or family court at the time of their seventeenth birthday, they may continue to receive services until they are released from the court’s jurisdiction or until they reach

age 21, whichever occurs first.

### ***Geographical Restriction***

In order to be eligible for Title II services, youth must be residents of Missouri.

## **FUNDING PRIORITIES**

1. Improve the response of Missouri's juvenile justice system to lesser offenses and first time offenders by expanding and improving the availability and types of prevention and intervention programs rooted in the principles of restorative justice.
2. To improve the likelihood that at risk youth and offenders are diverted from formally entering Missouri's juvenile court system by increasing the quality and amount of juvenile court diversion programs.
3. To reduce the amount of recidivism exhibited by youth temporarily detained in court operated detention facilities, by improving daily reentry programming at the State's twenty-four juvenile detention facilities.
4. To improve juvenile justice systems by increasing compliance with the core requirement regarding disproportionate minority contact through exhaustive research and evaluation of Missouri's juvenile and family court practices, policies, trends, and outcomes.
5. As determined by OJJDP, by the end of federal fiscal year 2011, thirty-five to fifty percent of all Title II program youth will exhibit a change in targeted behaviors, and no more than thirty percent of program youth will offend or re-offend.
6. Support and expand quality juvenile justice programming in Missouri by the funding of proposals based upon model programs, evidence based methodology, and effective evaluation strategies.

## **PURPOSE AREAS**

For federal fiscal years 2006-2008 the purpose areas below have been selected. While these purpose areas will remain the same until September 30, 2008, their corresponding floors and ceilings may change from year to year.

- J1 - Court Services (\$20,000.00 floor – No ceiling)
- J2 – Diversion (\$20,000.00 floor – No ceiling)
- J3 - Aftercare / Reentry (\$10,000.00 floor – No ceiling)
- J4 – Disproportionate Minority Contact (\$20,000.00 floor – No ceiling)

Descriptions for each of these purpose areas can be found in **Appendix A** of this application.

## **MODEL PROGRAMMING & EFFECTIVE PRACTICES**



Applicants applying for Title II funds must base their proposals on a “model” program as identified by *OJJDP’s Model Programs Guide*, [http://www.dsgonline.com/mpg2.5/mpg\\_index.htm](http://www.dsgonline.com/mpg2.5/mpg_index.htm), *The Center for the Study and Prevention of Violence’s “Blueprints for Violence Prevention,”* <http://www.colorado.edu/cspv/blueprints/model/overview.html>, *The Substance Abuse and Mental Health Services Administration (SAMHSA)*, <http://modelprograms.samhsa.gov/template.cfm?CFID=4474948&CFTOKEN=88609986>, or other credible source of scientifically evaluated juvenile justice programming.

Additionally, applicants’ proposals must include the use of effective or “best” practices when working with at-risk, abused and neglected, or delinquent youth. Effective practices and methodology for working with such populations have been identified by numerous scholarly journals, federal, state, and national child advocacy organizations. When constructing a proposal, applicants should cite what effective practices they intend to utilize, why, and the source of the effective practice, i.e. scientific journal, national organization, etc.

## ADMINISTRATIVE COSTS

For the 2006 funding period, applicants may include administrative costs of **up to five percent** in their applications. Administrative costs must be figured on the total cost of the proposed program, and should be listed on the Supplies/Operations budget page.

### *Special Note:*

The Department of Public Safety will review all requests for administrative costs, and will take into consideration the type and nature of services to be provided. The Department reserves the option to request a reduction in the administrative cost associated with a proposed project, and may offer funding at a lower level than requested.

## UNALLOWABLE COSTS

The following is a listing of unallowable costs for all projects funded through Missouri’s Formula (Title II) Grants Program:

- Travel of federal employees;
- Real Property Acquisition;
- Honoraria;
- Indirect costs of conferences, symposia, and workshops including entertainment, sports, visas, passport charges, tips, bar charges, beverages, personal telephone calls, or laundry charges;
- Military type equipment;
- Bonuses or commissions;
- Lobbying;
- Cost of fund raising;
- Compensation of federal employees;

- Construction or purchasing of buildings;
- Firearms or service weapons for law enforcement personnel;
- Administrative costs or fees **greater than 5%** of a sub-grantee's total contract amount

## CONTINUATION FUNDING

This is the first year of a planned three-year grant cycle. Assuming OJJDP's Formula Grants program continues to receive congressional appropriations and Missouri remains in compliance with the JJDP Act, the Department will be able to offer second and third year funding to applicants, via an annual competitive bid process. During the application process for second and third year funding, priority will be given to programs that are requesting continuation funding from the previous year, and have documented an ability to achieve their objectives and comply with administrative guidelines.

Formula grant awards are defined by OJJDP as "seed money" for new and innovative programming at the regional and local level. Therefore, applicants should devise a sustainability plan that accounts for no more than up to three years of federal funding. At the conclusion of federal funding, it is expected that sub-grantees will continue their programming, even if it is at a reduced level.

If your agency received a Title II award to implement a program before this funding period (October 1, 2006 – September 30, 2007), your agency is not eligible to apply for funding to continue or restart that specific program. However, applications for the funding of completely new programs will be accepted.

### ***Example:***

"Agency A" received Title II funds in 2004 and 2005 to implement a mentoring program for children of incarcerated parents. This year, the agency applies for Title II funds to implement a community-based sanctions program. This proposal is eligible to receive funding, as it is unlike the agency's previous Title II programming.

## SUPPLANTING

Federal funds cannot be used to supplant state, local or other non-federal funds. Supplanting means to deliberately reduce State or local funds because of the existence of Federal funds. An example would be: When State funds are appropriated for a stated purpose and Federal funds are awarded for that same purpose, the State replaces its State funds with Federal funds, thereby reducing the total amount available for the stated purpose.

# **FORMULA (TITLE II) GRANT REQUEST FOR PROPOSAL**

**APPLICATION FORMAT &  
REVIEW / AWARD PROCESS  
(PART II)**

# APPLICATION FORMAT

The following outline details the format that all Formula (Title II) Juvenile Justice and Delinquency Prevention program funding applications must follow. Applications failing to follow this format will be considered technically incorrect, and will not be reviewed.

## **1. Application for Funding Form (See Appendix C)**

Complete the Application for Funding Form in its entirety. The Application for Funding Form **MUST** be signed and dated by the local unit of government's authorized official (*i.e., mayor, presiding commissioner or city/county administrator- please note that circuit judges are not considered authorized officials*). The authorized official at a non-profit organization is a member of the board, such as the chairman, **not** a staff member or the proposal's project director.

**Do not** include any volunteer match on this form.

## **2. Budget Pages (See Appendix C)**

The following list details the approved budget categories for 2006 Title II applicants:

- Personnel
- Travel
- Equipment
- Supplies/Operations
- Contractual

All Budget Pages are to be completed and attached to the application. If the total amount requested for a category is zero (0), fill in "0" on the bottom line of the Total Cost box. Instructions for completing each budget page are printed on each form.

The Department of Public Safety reserves the option to request a reduction in the cost of the proposed project and may offer funding at a level different than requested. If your organization will be contributing funds to the project, an explanation of such must be provided in the Sustainability Plan section of the application. Do **NOT** include your agency's financial contributions on the budget pages.

***Check your Calculations!*** The figures in the Basis for Cost Estimate section must equal the Total Cost section. Examples of each budget page may be found in **Appendix C** of this application.

### **Special Note on Rounding:**

*When computing mathematical figures, If the third decimal place equals five or greater, round up to the closest penny. If the third decimal place equals four or less, round down to the closest penny.*

***For example, \$17.565 would be rounded to \$17.57. \$24.764 would be rounded to \$24.76.***

## **3. Proposal Summary Form (See Appendix C)**

On the form provided, briefly summarize the proposed plan. ***Follow the form's directions exactly***, do not use more space than provided, and do not attach additional pages. The summary is intended to provide a brief, concise, overview of the project.

#### **4. Proposal Narrative**

Provide a *Project Narrative* for the proposed project. The narrative shall be in 12-point font and double-spaced with one-inch margins on all sides. Identify each of the specific sections, with the letter and title of the section. Follow this outline exactly, and include all information requested. Be as **BRIEF** as possible; however take care to make an interesting and compelling case for the funding of your program. ***Do not include jargon or acronyms that evaluators may not understand.***

##### **A. Executive Summary**

- Summarize the project that federal formula grant funds will pay for
- Detail how funds will be utilized.
- Summarize the link between your project and the stated purpose area you are applying under.

***Be sure that your summary is brief and concise (no more than one page).***

##### **B. Applicant Description**

A description that clearly establishes who is applying for funds. Do not include every issue your agency addresses, but only the one(s) that will be impacted by the use of the requested funds.

##### **C. Experience and Reliability**

Provide a synopsis of the applicant's experience in providing the proposed services. Additionally, provide examples of reliability such as achieving past goals and objectives, and the data to support such accomplishments. This section should clearly show your agency as possessing the necessary skills, experience, and qualifications to achieve success if your proposal is funded.

##### **D. Assessment of Need (Evaluating the Problem & Defining Who it Affects)**

This section provides applicants the opportunity to demonstrate why their proposal should be funded. Proposals should seek to address problems that possess: a definable history, source(s), and social and environmental factors that affect the problem. Successful applicants will show a clear need for the programming and activities proposed by a logical, concise, and complete evaluation of:

- Available local data pertaining to the history, epidemiology, current scope and dimension(s) of the current problem
- A definition of the target population
- Available local data pertaining to risk and protective factors present in the proposed service area
- Available current regional and statewide data on the problem
- Trend analyses, forecasts, and/or other prospective data relating to the problem

- A comparison between available local, regional, and state data pertaining to the problem's pervasiveness and level of incidence as evidenced by official statistics; (arrest statistics, school records, juvenile court referrals, etc.)
- Current and/or recent local efforts to combat or address the problem, and their results

#### **E. Program Goal and Supporting Activities**

This section requires applicants to state a program's overall defined goal, and activities that will be implemented in order to support and achieve that goal.

- A Goal is an ultimate desired end-state, result, or change in condition. A proposal's goal should be clear, reasonable, and attainable given the resources available to the applicant and community.
- For the purposes of this application, it is strongly recommended your proposal contain only one goal.

##### *Example of a Goal:*

Program A's overall goal is the reduction of juvenile delinquency and truancy within the target population. By 2008, 50% of program graduates will receive no more than one juvenile court referral per year, and will not miss more than three days of school per year.

#### **F. Methodology (How the problem will be addressed)**

This section is considered the operational, or "who, what, and how" portion of the proposal. Applicants should clearly explain how the program will deliver services to the intended population, by stating:

- Who will provide the services
- The target population who will receive the services
- What model program is being referenced
- What services will be provided
- Organizations that will assist in the delivery of services and their roles
- A three month implementation timeline (*funded proposals must be operational within 90 days of October 1<sup>st</sup>*)

#### **G. Coordination of Services (Collaboration with Others)**

Applicants will provide information defining:

- How this program will collaborate with established agencies and programs in your community that serve the target population (avoiding service duplication, obtaining and sharing program referrals, etc).

#### **H. Performance Based Measurement (Program Evaluation- See Appendix B)**

OJJDP has developed mandatory Performance Based Measures (PBMs) for each Title II purpose area. These measures are divided into outputs, short-term outcomes, and long-term outcomes. Mandatory PBMs for each purpose area (J1-J4), and their definitions can be found in **Appendix B** of this application kit. Utilizing these measures, applicants will state:

- Levels of expected program performance at monthly, six month, and one year intervals

*Example:*

Within six months, 50% or 50 out of 100 program youth will experience a ***change in targeted behaviors***, in that they will not have been suspended from school for disruptive behavior during the first six months of the program.

- A description of how and when data for each performance based measure will be gathered.

### ***I. Sustainability Plan***

Funds made available under the Juvenile Justice and Delinquency Prevention Act are considered “seed” money for new, innovative programming. Applicants must detail how their proposal will be sustained. Except for those projects that have a specific life, the applicant shall provide a plan for continuation that provides yearly, clear steps related to achieving sustainability. Progress towards achieving sustainability will be considered if a sub-grantee seeks to apply for a second or third year of Title II funding.

## ***5. Supporting Documentation & Required Forms***

### ***A. Supporting Budget Documentation***

Applicants will provide the following:

- If funding is requested for personnel, applicants shall include copies of job descriptions and resumes for each staff, if known at the time of application.
- If funding is requested for travel, supplies/operations, and/or equipment, applicants shall provide a detailed explanation of need for each item.
- If funding is requested for contractual services, applicants shall include a copy of the proposed contract agreement(s) for each service, and a resume or curriculum vitae for the proposed contractor, if known at the time of application.

### ***B. Memoranda of Understanding (MOUs)***

MOUs must be obtained from each agency identified in the **Methodology and Coordination of Services** sections as collaborating participants in the proposal. MOUs that arrive separately from their corresponding applications will not be accepted.

### ***C. Letters of Support***

Letters of support must be current, and cannot be from an individual employed with the applicant agency or a partnering agency. Letters of support should be obtained from individuals familiar with the applicant and their history of providing services similar to those proposed. Letters that arrive separately from their corresponding application will **NOT** be accepted. A **maximum of two** letters of support must be submitted.

***D. Financial and Organizational Forms***

- Copy of 501(c)(3) (if applicable)
- List of Board of Directors (if applicable)
- Applicant's Organizational Chart. If your service delivery strategy includes multiple agencies, please provide an organizational chart for each partnering agency
- Report of Expenditures and Check Payee Information (*See Appendix C*)
- Certified Assurances (*See Appendix C*)
- Audit Requirement Form (*See Appendix C*)



## APPLICATION FORMAT CHECKLIST

*Check that all forms and narratives are complete and accurate. Submit the application in the following order, and do not submit extra information, as it will not be reviewed.*

1. ☐ *Application for Funding form*
2. ☐ *Budget Pages*
  - ☐ Personnel Budget Page
  - ☐ Travel Budget Page
  - ☐ Equipment Budget Page
  - ☐ Supplies/Operations Budget Page
  - ☐ Contractual Budget Page
3. ☐ *Proposal Summary Form*
4. ☐ *Proposal Narrative*
  - A. ☐ Executive Summary
  - B. ☐ Applicant Description
  - C. ☐ Experience and Reliability
  - D. ☐ Assessment of Need
  - E. ☐ Program Goal and Supporting Activities
  - F. ☐ Methodology
  - G. ☐ Coordination of Services
  - H. ☐ Performance Based Measurement
  - I. ☐ Sustainability Plan
5. *Supporting Documentation & Required Forms*
  - A. ☐ Supporting Budget Documentation
  - B. ☐ Memoranda of Understanding
  - C. ☐ Letters of Support
  - D. ☐ Financial and Organizational Forms

## APPLICATION DEADLINE AND DELIVERY INSTRUCTIONS

### *Application Deadline*

Applications must be postmarked or received by the Department of Public Safety **no later than July 14, 2006**. Applications submitted via email or facsimile **WILL NOT** be accepted at any time.

### *Delivery Instructions*

The original application signed by the authorized official and all copies must be postmarked no later than July 14, 2006.

One original and six copies (a total of 7) should be submitted. Applications must be stapled or clipped together in the upper left-hand corner. Do not place applications in folders. Applications may be delivered or mailed to:

**Missouri Department of Public Safety  
Office of the Director  
Attn: Steve M. Bruce  
PO Box 749  
301 West High Street, Suite 870  
Jefferson City, MO 65102**

Write **“2006 Formula (Title II) Grant Application”** on the lower left-hand corner of the envelope.

## APPLICATION REVIEW & AWARD PROCESS

The Department of Public Safety will utilize a two-part process for reviewing 2006 Title II applications. All applications received or postmarked by July 14, 2006 will first undergo a technical merit review by Department staff. Applications meeting technical merit will then be provided to an independent review panel for scoring and funding recommendations. If an application fails to meet technical merit, it will not be provided to the review panel, and will therefore be ineligible for funding.

### *Technical Merit*

Examples of failing to meet technical merit include:

- Any arithmetic or computational error in a proposal's budget, application for funding page, or other area
- Incorrect rounding of mathematical figures
- Missing or incomplete information, such as a section of the application, a required form, budget pages, Memoranda of Understanding, official signature(s), etc

- Incorrect official signatures, such as project director signing as Authorized Official, etc.
- Incorrect or incomplete use of, or failure to use performance based measures other than those approved and required by OJJDP and the State of Missouri

*Applicants will not be contacted if an item is missing from the application, or if a component is technically incorrect. Any part of an application that is postmarked or delivered after July 14, 2006 will not be accepted.*

### **Review Panel Scoring**

2006 Title II review panelists will utilize a scoring guide for evaluating applications. Listed below is a description of point values assigned to the 2006 Title II Application:

<i>Applicant Description.....</i>	<i>10 pts.</i>
<i>Experience and Reliability.....</i>	<i>15 pts.</i>
<i>Assessment of Need.....</i>	<i>20 pts.</i>
<i>Program Goal and Supporting Activities.....</i>	<i>10 pts.</i>
<i>Methodology.....</i>	<i>20 pts.</i>
<i>Coordination of Services.....</i>	<i>10 pts.</i>
<i>Performance Based Measurement.....</i>	<i>10 pts.</i>
<i>Sustainability Plan.....</i>	<i><u>5 pts.</u></i>
<b>100 Points Possible</b>	

### **Award Process**

The review panel's recommendations for funding will be presented to the Missouri Juvenile Justice Advisory Group and the Director of the Department of Public Safety for final approval. Subsequently, the Director will issue Notice of Award documents to approved programs. Notice of Awards will be mailed no later than September 1, 2006, and contracts will be mailed no later than September 20, 2006. Applicants not receiving an award will be notified by September 1, 2006.

*No award information will be given out via telephone or email.* Applicants selected to receive funds will be provided with the necessary paperwork to accept their award.

## **CONTRACTUAL AGREEMENT AND CONTRACT PERIOD**

If approved, the Award of Contract form will serve as a contractual agreement between the Department of Public Safety and the applicant. The contract period for approved proposals is October 1, 2006 through September 30, 2007.

## TECHNICAL ASSISTANCE

Should you need technical assistance completing a portion of this application, please direct your inquiries to:

Steve M. Bruce  
Program Representative  
Missouri Department of Public Safety   -OR-  
Office of the Director  
(573) 526-1931  
[Steve.Bruce@dps.mo.gov](mailto:Steve.Bruce@dps.mo.gov)

Garten Pollard  
Program Specialist  
Missouri Department of Public Safety  
Office of the Director  
(573) 526-2179  
[Gart.Pollard@dps.mo.gov](mailto:Gart.Pollard@dps.mo.gov)

**Responses to any budgetary or programmatic inquiry will be provided via email only. Please be prepared to provide your email address if calling, so that we may respond to you in a timely manner.**

*Please note that Department staff will not review any part of an application prior to its official submission. This includes providing verbal feedback on narrative work, or a critique of research or methodology.*

**FORMULA (TITLE II) GRANT  
REQUEST FOR PROPOSAL**  
REPORTING AND  
CONTRACTUAL REQUIREMENTS  
(PART III)

## REPORTING REQUIREMENTS

Should an applicant's proposal be funded, the program's project director will be responsible for reporting performance measurement data and program information as detailed below.

### *Program Reporting Requirements*

- Sub-grantees shall provide monthly program reports detailing program operations, the number of youth served to date, and upcoming media and community events.
- Sub-grantees shall provide monthly performance measurement data on their program. This data should specifically address progression toward their contract's goals and objectives. Data for each required performance based measure shall be reported.
- Sub-grantees shall submit a mid-year report (October – March) regarding the program's outputs to date, and the short-term outcomes.
- Each sub-grantee shall submit a year-end final report, summarizing yearly outputs, long-term outcomes, and their program's progress toward meeting its stated goal and objectives.

### *Data Collection and Assistance Tool (DCTAT)*

The Office of Juvenile Justice and Delinquency Prevention's Data Collection and Assistance Tool is an online database utilized by states and their sub-grantees to report service delivery and performance measurement data. The Department of Public Safety will notify sub-grantees of DCTAT "due dates" during the contract period. As a result of this technology-driven approach to reporting performance data, sub-grantees must possess reliable Internet access and be familiar with web-based programs or browsers, such as Microsoft Internet Explorer. Sub-grantees will be issued a login I.D., system pass-code, and reporting instructions during the first half of the contract period.

## CONTRACTUAL REQUIREMENTS

### *Granting of Funds*

If an applicant receives a grant award, the payment method for the contract will be monthly reimbursement of expenses. "Start-up" funding is not available.

### *Special Note:*

ALL monthly expense reimbursements will be transmitted via automated check handling (ACH). Should your agency receive an award, and ACH creates an undue burden for the agency, please contact Carol Willhite, Accountant with the Department of Public Safety at (573) 522-9576.

### *Compliance with Federal Rules Regarding Grants*

Sub-grantees must comply with all applicable provisions of the Title II program guidelines and the requirements of the OJP Financial Guide. This includes maintaining appropriate programmatic and financial records that clearly show the amount and disposition of Title II funds received, and the period when such funds were utilized. Program personnel hours worked must be documented, and daily time and attendance records specifying time devoted to allowable Title II program services must be kept. In addition to personnel documentation, client files, the portion of the

project supplied by other sources of revenue; job descriptions; contracts for services; and other records shall be kept in order to facilitate an effective audit. For more information on federal and state administrative grant guidelines, please refer to **Appendix D** of this application. For additional reference, the OJP Financial Guide may be found online at:

<http://www.ojp.usdoj.gov/FinGuide/welcome.html>),

# **FORMULA (TITLE II) GRANT REQUEST FOR PROPOSAL**

**APPENDIX A  
(PURPOSE AREA DESCRIPTIONS)**



## **COURT SERVICES (PURPOSE AREA J1)**

### **Definition:**

Programs designed to encourage courts to develop and implement a continuum of pre- and post-adjudication restraints that bridge the gap between traditional probation and confinement in a correctional setting. Services include expanded use of mediation, community service learning, community-based sanctions, and other similar restorative justice programs.

### **Funding examples:**

Examples of projects based upon model programs and/or effective practices that will be considered for funding in this category include but are not limited to:

- Implementing a community reparations board or committee
- Mediation programs that focus on the offender, victim and community and “restoring” each
- Victim empathy programs
- Community or neighborhood based, front-end interventions for minor offenses
- Community Service programs that tailor service work or learning to the victim and/or offender’s needs and interests

## DIVERSION (PURPOSE AREA J2)

### **Definition:**

Programs to divert juveniles from entering the juvenile justice system. Youth eligible for services are those youth determined to be “at-risk.” For a definition of “at-risk” youth, please refer to the definitions section of this applications kit.

### **Funding examples:**

Examples of projects based upon model programs and/or effective practices that will be considered for funding in this category include but are not limited to:

- Comprehensive elementary / secondary academic recovery and support programs seeking to work with a specific population
- Life skills programs targeted to specific middle and high-school aged at-risk youth
- \* “One to One” mentoring programs for defined populations (abused/neglected youth, chronic status offenders, children of incarcerated parents, females, etc.)
- Gender-specific programming, preferably for populations of young women struggling with physical violence, substance abuse, and status offending behaviors
- Comprehensive mental health case management programs
- Programs seeking to work specifically with populations of youth found to have been physically or sexually abused, or neglected
- Truancy court programs

*\* Refers to those programs utilizing one mentor for each program youth, rather than a group mentoring model*

## **AFTERCARE / REENTRY (PURPOSE AREA J3)**

### **Definition:**

Programs to prepare targeted juvenile offenders to successfully return to their communities after serving a period of secure confinement in a training school, juvenile correctional facility, or other secure institution. Aftercare programs focus on preparing juvenile offenders for release and providing a continuum of supervision and services after release.

### **Funding examples:**

Examples of projects based upon model programs and/or effective practices that will be considered for funding in this category include but are not limited to:

- Comprehensive case management programs
- Programs that provide academic support and recovery services to youth in detention
- Programs that begin Functional Family Therapy (FFT), or Multi-Systemic Therapy (MST), or other counseling with youth in detention and their families
- Programs that focus on improving decision making and life skills
- Programs that provide appropriate diagnostic and evaluative services for youth in detention

## **DISPROPORTIONATE MINORITY CONTACT- DMC (PURPOSE AREA J4)**

### **Definition:**

Programs, research, or other initiatives designed primarily to address the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system, pursuant to Section 223(a)(22) of the JJDP Act of 2002.

### **Funding examples:**

The Department of Public Safety wishes to fund a researched based study that will investigate and evaluate the causes and effects of disproportionate minority contact on juvenile justice systems and the key stakeholders within those systems. The study should assess the extent to which disproportionate minority contact exists and what factors contribute to the existence of disproportionate minority contact. Successful applicants will be able to present and interpret the results of their study with the goal of identifying intervention points to reduce the impact of disproportionate minority contact on Missouri's Juvenile Justice System. Eligible applicants for this funding will be universities or institutions of higher learning. Preference will be given to applicants who have a established history of conducting broad based studies in the areas of social science or criminology. It is anticipated that the Department of Public Safety will only award one program in this funding category.

# **FORMULA (TITLE II) GRANT REQUEST FOR PROPOSAL**

**APPENDIX B  
(PERFORMANCE BASED MEASURES & DEFINITIONS)**

**The following information details information on MANDATORY Performance Based Measures required by OJJDP. No other proposed measures of performance will be accepted by the Department of Public Safety.**

**Each purpose area's Performance Based Measures are based upon specific logic models, which can be reviewed at [http://www.dsgonline.com/Program\\_Logic\\_Model/fg\\_pm.htm](http://www.dsgonline.com/Program_Logic_Model/fg_pm.htm). These logic models are for reference purposes only, as they include performance measurement information not listed in this application packet. A PBM definitions table follows each purpose area's performance based measures.**

### ***Performance Based Measures for Court Services (Purpose Area J1)***

**Output Measures:** 1) Formula Grant dollars awarded for services, 2) Number of program youth served, 3) Number of program materials developed, 4) Number of pre-adjudication service options funded by formula grant funds.

**Outcome Measures:** 1) Number and percent of program youth who offend or re-offend. 2) Number and percent of youth completing program requirements. 3) Number and percent of youth formally processed. 4) Average length of time between intake and referral for program youth.

*Table J1*

#### **COURT SERVICES - OUTPUT PERFORMANCE MEASURES**

#	OUTPUT MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
1	FG funds awarded for services	Increase organizational capacity	The amount of Formula Grants funds in whole dollars that are awarded for court services during the reporting period. Program records are the preferred data source.	FG funds awarded to program for services
2	Number of program youth served	Improve program activities	An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from previous reporting period, plus new admissions during the reporting period. In calculating the 3-year summary, the total number of youth served is the number of participants carried over from the year previous to the first fiscal year, plus all new admissions during the 3 reporting fiscal years. Program records are the preferred data source.	Number of program youth carried over from the previous reporting period, plus new admissions during the reporting period.
3	Number of program	Increase organizational	The number of program materials that were developed during the reporting period. Include only	Number of program materials developed

#	OUTPUT MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
	materials developed	capacity	substantive materials such as program overviews, client workbooks, lists of local service providers. Do not include program advertisements or administrative forms such as sign-in sheets or client tracking forms. Count the number of pieces developed. Program records are the preferred data source.	during reporting period
4	Number of pre-adjudication service options funded by FG \$	Increase organizational capacity	The number of pre-adjudication service options funded by FG \$available during the reporting period (e.g., EM, mediation, victim impact panels, youth court, BARJ services, etc.). Program records are the preferred data source.	Number of pre-adjudication service options funded by FG \$

## **COURT SERVICES - OUTCOME PERFORMANCE MEASURES**

#	OUTCOME MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT	TERMS	
					SHORT	LONG
1	Number and percent of program youth who offend or reoffend	Reduce delinquency	The number and percent of program youth who were rearrested or seen at juvenile court for a new delinquent offense. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.	A. Number of program youth with a new offense B. Number of youth in program C. Percent (A/B)	X	X
2	Number and percent of youth completing program requirements	Increase accountability	The number and percent of program youth who have successfully fulfilled all program obligations and requirements. Program obligations will vary by program, but should be a predefined list of requirements or obligations that clients must meet prior to program completion. Program records are the preferred data source.	A. Number of program youth who exited the program having completed program requirements B. Number of youth who left the program C. Percent (A/B)	X	Number and percent of youth completing program requirements
3	Number and percent of program youth formally processed	Increase accountability	The number and percent of program youth who were formally processed through the juvenile court. Official records are the preferred data source.	A. Number of program youth formally processed B. Number of youth in program C. Percent (A/B)	X	X
4	Average length of time between intake and referral	Improve system effectiveness	The average length of time (in days) between intake and referral for program youth.	A. Total number of days between intake and referral for	X	

#	OUTCOME MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT	TERMS	
					SHORT	LONG
	for program youth		Official records are the preferred data source.	program youth B. Number of youth who were referred C. Percent (A/B)		

<p align="center"><b>FORMULA GRANTS PERFORMANCE MEASURE KEY</b></p> <p><b>Short Term:</b> Occurs during or by the end of the program.</p> <p><b>Long Term:</b> Occurs 6 months to 1 year after program completion.</p> <p><b>Annual Term:</b> Occurs once a year.</p>						
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***Performance Based Measures for Diversion  
(Purpose Area J2)***

**Output Measures:** 1) Formula Grant dollars awarded for services. 2) Number of program youth served. 3) Use of Best Practice Model 4) Number of program materials developed.

**Outcome Measures:** 1) Number and percent of program youth completing program requirements. 2) Number and percent of program youth who offend or re-offend. 3) Number and percent of youth formally processed. 4) Number and percent of youth exhibiting desired change in targeted behaviors.

*Table J2*

**DIVERSION - OUTPUT PERFORMANCE MEASURES**

#	OUTPUT MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
1	TV or FG funds awarded for services	Increase organizational capacity	The amount of Title V or Formula Grants funds in whole dollars that are awarded for diversion services during the reporting period. Program records are the preferred data source.	TV or FG funds awarded to program for services
2	Number of program youth served	Improve program activities	An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from previous reporting period, plus new admissions during the reporting period. In calculating the 3-year summary, the total number of youth served is the number of participants carried over from the year previous to the first fiscal year, plus all new admissions during the 3 reporting fiscal years. Program records are the preferred data source.	Number of program youth carried over from the previous reporting period, plus new admissions during the reporting period.
3	Use of best practice model (Y/N) <sup>1</sup>	Improve program quality	Report whether a best practice model was implemented by the program. Best practice models include program models that have been shown, through rigorous evaluation and replication to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (e.g., Blueprints, OJJDP's Model Programs Guide, SAMHSA's Model Programs, state model program resources, etc.).	Was the program implementing a best practice model? (Yes or No response)

#	OUTPUT MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
4	Number of program materials developed	Increase organizational capacity	The number of program materials that were developed during the reporting period. Include only substantive program materials such as program overviews, client workbooks, lists of local service providers. Do not include program advertisements or administrative forms such as sign-in sheets or client tracking forms. Count the number of pieces developed. Program records are the preferred data source.	Number of program materials developed

### DIVERSION - OUTCOME PERFORMANCE MEASURES

#	OUTCOME MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT	REPORTING TERM	
					SHORT	LONG
1	Number and percent of program youth completing program requirements	Increase accountability	The number and percent of program youth who have successfully fulfilled all program obligations and requirements. Program obligations will vary by program, but should be a predefined list of requirements or obligations that clients must meet prior to program completion. Program records are the preferred data source.	A. Number of program youth who exited the program having completed program requirements B. Number of youth who left the program C. Percent (A/B)	X	
2	Number and percent of program youth who offend or reoffend	Reduce delinquency	The number and percent of program youth who were rearrested or seen at juvenile court for a new delinquent offense. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.	A. Number of program youth with a new offense B. Number of youth in program C. Percent (A/B)	X	X
3	Number and percent of program youth formally processed	Improve system effectiveness	The number and percent of first-time offenders who were formally processed through the juvenile justice system. Program records are the preferred data source.	A. Number of first-time offenders formally processed B. Number of first time offenders C. Percent (A/B)	X	
4	Number and percent of program youth exhibiting a desired change in targeted behaviors	Improve prosocial behaviors	Select as many as apply from 2A-2D			
2A	Substance	Improve prosocial	The number and percent of program youth who have	A. Number of program youth with the noted	X	

#	OUTCOME MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT	REPORTING TERM	
					SHORT	LONG
		behaviors	exhibited a decrease in substance. Self-report or staff rating is most likely data source.	behavioral change B. Number of youth in program C. Percent (A/B)		
2B	Antisocial behavior	Improve prosocial behaviors	The number and percent of program youth who have exhibited a decrease in antisocial behavior. Self-report or staff rating is most likely data source.	A. Number of program youth with the noted behavioral change B. Number of youth in program C. Percent (A/B)	X	
2C	Family relationships	Improve prosocial behaviors	The number and percent of program youth who have exhibited an improvement in family relationships. Self-report or staff rating is most likely data source.	A. Number of program youth with the noted behavioral change B. Number of youth in program C. Percent (A/B)	X	
2D	Social competencies	Improve prosocial behaviors	The number and percent of program youth who have exhibited an improvement in social competencies. Self-report or staff rating is most likely data source.	A. Number of program youth with the noted behavioral change B. Number of youth in program C. Percent (A/B)	X	

#### FORMULA GRANTS PERFORMANCE MEASURE KEY

**Short Term:** Occurs during or by the end of the program.

**Long Term:** Occurs 6 months to 1 year after program completion.

**Annual Term:** Occurs once a year.

***Performance Based Measures for Aftercare / Reentry  
(Purpose Area J3)***

**Output Measures:** 1) Formula Grant dollars awarded for services. 2) Number of program youth served. 3) Number of program or agency policies developed, amended, or rescinded. 4) Number of service hours completed.

**Outcome Measures:** 1) Number and percent of program youth who offend or reoffend. 2) Number and percent of program youth completing program requirements. 3) Number and percent of youth exhibiting a desired change in targeted behaviors 4) Number and percent of program families satisfied with program.

*Table J3*

**AFTERCARE / REENTRY OUTPUT PERFORMANCE MEASURES**

#	OUTPUT MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
1	FG funds awarded for services	Increase organizational capacity	The amount of Formula Grants funds in whole dollars that are awarded for aftercare services during the reporting period. Program records are the preferred data source.	FG funds awarded to program for services
2	Number of program youth served	Improve program activities	An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from previous reporting period, plus new admissions during the reporting period. In calculating the 3-year summary, the total number of youth served is the number of participants carried over from the year previous to the first fiscal year, plus all new admissions during the 3 reporting fiscal years. Program records are the preferred data source.	Number of program youth carried over from the previous reporting period, plus new admissions during the reporting period.
9	Number of program/agency policies or procedures created, amended, or rescinded	Improve planning and development	The number of policies or procedures created, amended or rescinded during the reporting period. A policy is a plan or specific course of action that guides the general goals and directives of the program or agency. Include policies that are either relevant to the topic area of the program or policies that affect program operations.	Number of policies or procedures created, amended, or rescinded
4	Number of service hours completed	Improve program activities	The number of hours of service completed by program youth during the reporting period. Service is any explicit activity (such as program contact, counseling sessions, course curriculum, community service, etc.) delivered by program staff or other professionals dedicated to completing the program requirements. Program records are the preferred data source.	Total number of program youth service hours

## AFTERCARE / REENTRY OUTCOME PERFORMANCE MEASURES

#	OUTCOME MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT	REPORTING TERM	
					SHORT	LONG
1	Number and percent of program youth who offend or reoffend	Reduce delinquency	The number of program youth who were rearrested or seen at juvenile court for a new delinquent offense. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.	A. Number of program youth with a new offense B. Number of youth in program C. Percent (A/B)	X	X
2	Number and percent of program youth completing program requirements	Increase accountability	The number and percent of program youth who have successfully fulfilled all program obligations and requirements. Program obligations will vary by program, but should be a predefined list of requirements or obligations that clients must meet prior to program completion. Program records are the preferred data source.	A. Number of program youth who exited the program having completed program requirements B. Number of youth who left the program C. Percent (A/B)	X	
3	Number and percent of program youth exhibiting desired change in targeted behavior.	Improve prosocial behaviors	Select as many as apply from 3A-3D			
3A	Substance use	Improve prosocial behaviors	The number of program youth who have exhibited a decrease in substance use. Self-report or staff rating are most likely data sources.	A. Number of program youth with the noted behavioral change B. Number of youth in program C. Percent (A/B)	X	
3B	School attendance	Improve prosocial behaviors	The number of program youth who have exhibited an increase in school attendance. Self-report or staff rating are most likely data sources.	A. Number of program youth with the noted behavioral change B. Number of youth in program C. Percent (A/B)	X	
3C	Employment status	Improve prosocial behaviors	The number of program youth who have exhibited an improvement in employment status. Self-report or staff rating are most likely data sources.	A. Number of program youth with the noted behavioral change B. Number of youth in program C. Percent (A/B)	X	

#	OUTCOME MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT	REPORTING TERM	
					SHORT	LONG
3D	Family relationships	Improve prosocial behaviors	The number of program youth who have exhibited an improvement in family relationships. Self-report or staff rating are most likely data sources.	A. Number of program youth with the noted behavioral change B. Number of youth in program C. Percent (A/B)	X	
4	Number and percent of program families satisfied with program	Increase program support	The number and percent of program families satisfied with the program in areas such as staff relations and expertise, general program operations, facilities, materials, and service. Self-report data collected using program evaluation or assessment forms are the expected data source.	A. Number of program families satisfied with the program B. Number program families returning the surveys C. Percent (A/B)	X	

#### FORMULA GRANTS PERFORMANCE MEASURE KEY

**Short Term:** Occurs during or by the end of the program.

**Long Term:** Occurs 6 months to 1 year after program completion.

**Annual Term:** Occurs once a year.

***Performance Based Measures for Disproportionate Minority Contact  
(Purpose Area J4)***

**Output Measures:** 1) Formula Grant dollars allocated and awarded for DMC at the state and local levels. 2) Number of programs implemented. 3) Number of program youth served. 4) Number of assessment studies conducted. 5) Number of program/agency policies or procedures created, amended, or rescinded. 6) Average length of stay in program.

**Outcome Measures:** 1) Number of state agencies reporting improved data collection systems. 2) Number of local agencies reporting improved data collection systems. 3) Number and percent of youth who offend or re-offend. 4) Number and percent of youth exhibiting a desired change in targeted behaviors. 5) Number and percent of program youth completing program requirements. 6) Number of contributing factors determined from assessment studies. 7) Percent of contact points reporting reduction in DMC at the state level. 8) Percent of contact points reporting reduction in DMC at the local level. 9) Number and percent of recommendations from assessment studies implemented.

*Table J4*

**DISPROPORTIONATE MINORITY CONTACT OUTPUT PERFORMANCE MEASURES**

#	OUTPUT MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
1	Formula Grants or Title V funds ALLOCATED OR awarded for DMC at the state and local levels	Increase organizational/system capacity	The amount of funds in whole dollars that are allocated at the state level for the DMC Coordinator and awarded for DMC at the state and local levels during the reporting period. Program records are the preferred data source.	Dollars allocated and awarded for DMC
2	Number of programs implemented	Increase organizational/system capacity	This number is provided by the state agency only and should present an aggregate of all DMC-related programs implemented. The number of state programs in operation at the state and local levels during the reporting period. FG files are the preferred data source.	Number of DMC-related programs in operation during the reporting period.
3	Number of program youth served	Improve program activities	An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from previous reporting period, plus new admissions during the reporting period. In calculating the 3-year summary, the total number of youth served is the number of participants carried over from the year previous to the first fiscal year, plus all new admissions during the 3 reporting fiscal years. Program records are the preferred data source.	Number of program youth carried over from the previous reporting period, plus new admissions during the reporting period.
4	Number of	Improve	The number of DMC assessment studies	Number of assessment

#	OUTPUT MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
	assessment studies conducted	planning and development	undertaken during the reporting period to determine factors contributing to DMC.	studies undertaken
5	Number of program/agency policies or procedures created, amended, or rescinded	Improve planning and development	The number of DMC-related policies or procedures created, amended or rescinded during the reporting period. Policies or procedures can be developed at the state or local levels. A policy is a plan or specific course of action that guides the general goals and directives of the program or agency. Include policies that are either relevant to the topic area of the program or policies that affect program operations.	Number of program/agency policies or procedures created, amended, or rescinded
6	Average length of stay in program	Improve program efficiency	The average length of time (in days) clients remain in the program. Include data for clients who both complete program requirements prior to program exit and those that do not. Program records are the preferred data source.	A. Total number of days between intake and program exit across all clients served B. Number of cases closed C. A/B

### DISPROPORTIONATE MINORITY CONTACT OUTCOME PERFORMANCE MEASURES

#	Outcome Measure	Objective	Definition	Reporting Format	Reporting Term	
					Short	Long
1	Number of State Agencies Reporting Improved Data Collection Systems	Improve system effectiveness	The number of state-level agencies that show improved data collection systems as evidenced by an ability to collect data by race; collect data by race with increased accuracy and consistency; report timely data collection and submission, etc. during the reporting period. Data improvement project files are the preferred data source.	Number of improved state-level data collection systems during the reporting period.	X	X
2	Number of Local Agencies Reporting Improved Data Collection Systems	Improve system effectiveness	The number of local-level agencies that show improved data collection systems as evidenced by an ability to collect data by race; collect data by race with increased accuracy and consistency; report timely data collection and submission, etc. during the reporting period. Data improvement project files are the preferred data source.	Number of improved local-level data collection systems during the reporting period.	X	X



#	Outcome Measure	Objective	Definition	Reporting Format	Reporting Term	
					Short	Long
3	Number and percent of program youth who offend or reoffend	Reduce delinquency	The number of program youth who were rearrested or seen at juvenile court for a new delinquent offense. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.	A. Number of program youth with a new offense B. Number of youth in program C. Percent (A/B)	X	X
4	Number and percent of program youth exhibiting desired change in targeted behavior.	Improve prosocial behaviors	Select as many as apply from 5A-5D			
4A	Substance abuse	Improve prosocial behaviors	The number of program youth who have exhibited a decrease in substance abuse. Self-report or staff rating are most likely data sources.	A. Number of program youth with the noted behavioral change B. Number of youth in program C. Percent (A/B)	X	X
4B	School attendance	Improve prosocial behaviors	The number of program youth who have exhibited an increase in school attendance. Self-report or staff rating are most likely data sources.	A. Number of program youth with the noted behavioral change B. Number of youth in program C. Percent (A/B)	X	X
4C	Family relationships	Improve prosocial behaviors	The number of program youth who have exhibited an improvement in family relationships. Self-report or staff rating are most likely data sources.	A. Number of program youth with the noted behavioral change B. Number of youth in program C. Percent (A/B)	X	X
4D	Antisocial behavior	Improve prosocial behaviors	The number and percent of program youth who have exhibited a decrease in antisocial behavior. Self-report or staff rating are most likely data sources.	A. Number of program youth with the noted behavioral change B. Number of youth in program C. Percent (A/B)	X	X
5	Number and percent of program youth completing program requirements	Increase accountability	The number and percent of program youth who have successfully fulfilled all program obligations and requirements. Program obligations will vary by program, but should be a predefined list of requirements or obligations that clients must meet prior to program completion. Program records are the preferred data source.	A. Number of program youth who exited the program having completed program requirements B. Number of youth who left the program C. Percent (A/B)	X	

#	Outcome Measure	Objective	Definition	Reporting Format	Reporting Term	
					Short	Long
6	Number of Contributing Factors Determined from Assessment Studies	Reduce DMC	Assessment studies are conducted to determine the factors contributing to disproportionality at certain juvenile justice system contact points for certain racial/ethnic minority(ies). Count the number of factors in the family, the educational system, the juvenile justice system, and the socioeconomic conditions determined to have contributed to minority overrepresentation at certain juvenile justice system contact points.	Number of contributing factors determined from assessment studies.	X	
7	+ Number of contact points reporting reduction in disproportionality at the state level	Reduce DMC	Number of contact points reporting significant disproportionality at the state level during the reporting period compared with the last reporting period. Contact points include arrest, referral to juvenile court, diversion, detention, petition filed, found delinquent, probation, secure confinement, and transfer/waiver to adult court.	Number of contact points (arrest, referral to juvenile court, diversion, detention, petition filed, found delinquent, probation, secure confinement, and transfer/waiver to adult court) reporting significant disproportionality at the state level during the current reporting period.		X
8	+ Number of contact points reporting reduction in disproportionality at the local level	Reduce DMC	Number of contact points reporting significant disproportionality at the local level during the reporting period compared with the last reporting period. Contact points include arrest, referral to juvenile court, diversion, detention, petition filed, found delinquent, probation, secure confinement, and transfer/waiver to adult court.	Number contact points (arrest, referral to juvenile court, diversion, detention, petition filed, found delinquent, probation, secure confinement, and transfer/waiver to adult court) reporting significant disproportionality at the local level during the current reporting period.		X
9	Number & Percent of Recommendations from Assessment Studies Implemented	Reduce DMC	Assessment studies contain multiple recommendations. Count the total number of those chosen for implementation.	A. Number of recommendations chosen for implementation B. Number of recommendations made C. Percent (A/B)		X

#### FORMULA GRANTS PERFORMANCE MEASURE KEY

**Short Term:** Occurs during or by the end of the program.

**Long Term:** Occurs 6 months to 1 year after program completion.

**Annual Term:** Occurs once a year.

# **FORMULA (TITLE II) GRANT REQUEST FOR PROPOSAL**

APPENDIX C  
(BUDGET & REQUIRED FORMS)

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Missouri Department of Public Safety  
Office of the Director  
**APPLICATION FOR FUNDING**

P.O. Box 749  
Jefferson City, MO 65102

1-888-394-6377  
e-mail: [www.dps.state.mo.us](http://www.dps.state.mo.us)



<b>SECTION 1 – INSTRUCTIONS</b>		
This application must be typewritten. Please refer to the enclosed instructions to complete this form.		
<b>SECTION 2 – GRANT PROGRAMS</b>		
<input type="checkbox"/> VOCA – Victims of Crime Act <input type="checkbox"/> SSVF - State Services to Victims Fund <input type="checkbox"/> STOP - Stop Violence Against Women Grant Program		
<input type="checkbox"/> Byrne – Byrne Formula Grant (NCAP) <input type="checkbox"/> MCLUP – Mo. Crime Lab Upgrade Program <input type="checkbox"/> RSAT – Residential Substance Abuse & Treatment Program		
<input type="checkbox"/> CLAP – Crime Lab Assistance Program <input type="checkbox"/> LLEBG - Local Law Enforcement Block Grant <input type="checkbox"/> LGSD – Local Government School District Program		
<input type="checkbox"/> Title V – Delinquency & Youth Violence Prevention <input type="checkbox"/> Title II – Juvenile Justice Formula Grants <input type="checkbox"/> JAIBG – Juvenile Accountability Incentive Block Grant		
<input type="checkbox"/> Challenge – Statewide Policies and Programs		
<b>SECTION 4 – APPLICANT AUTHORIZED OFFICIAL</b>		<b>SECTION 8 – PROJECT TITLE</b>
AGENCY	FAX	
	PHONE	
ADDRESS		<b>SECTION 9 – TYPE OF APPLICATION</b>
CITY		<input type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Renewal <input type="checkbox"/> Continuation
STATE	ZIP	<b>SECTION 10 – CURRENT CONTRACT NUMBER(S)</b>
NAME		
	FAX	<b>SECTION 11 – APPLICANT'S FEDERAL TAX I.D. #</b>
	PHONE	
TITLE		
AGENCY		<b>SECTION 12 – PROGRAM CATEGORY</b>
ADDRESS		
CITY		<b>SECTION 13 – CONTRACT PERIOD</b>
STATE	ZIP	BEGINNING DATE      ENDING DATE
<b>SECTION 5 – PROJECT DIRECTOR</b>		<b>SECTION 14 – TYPE OF PROJECT</b>
NAME	FAX	<input type="checkbox"/> Statewide <input type="checkbox"/> Regional <input type="checkbox"/> Local
	PHONE	<b>SECTION 15 – PROGRAM INCOME</b>
TITLE	E-Mail Address:	Will Program Income be generated? <input type="checkbox"/> Yes <input type="checkbox"/> No
AGENCY		<b>SECTION 16 – BUDGET</b>
ADDRESS		<b>PERSONNEL</b>
CITY	STATE      ZIP	<b>VOLUNTEER MATCH</b>
<b>SECTION 6 – APPLICANT FISCAL OFFICER</b>		<b>TRAVEL</b>
NAME	FAX	<b>EQUIPMENT</b>
	PHONE	<b>SUPPLIES/OPERATIONS</b>
TITLE		<b>CONTRACTUAL</b>
AGENCY		<b>RENOVATION/CONSTRUCTION</b>
ADDRESS		<b>TOTAL PROJECT COSTS</b>
CITY	STATE      ZIP	<b>FEDERAL/STATE SHARE</b> %
<b>SECTION 7 – NON-PROFIT BOARD CHAIRPERSON</b>		<b>LOCAL MATCH SHARE</b> %
NAME	FAX	<b>SECTION 17 – AUTHORIZED OFFICIAL'S SIGNATURE</b>
	PHONE	
TITLE		
AGENCY		

## Instructions for Application for Funding

### **Section 1 – Instructions**

This application must be typewritten.

### **Section 2 – Grant Programs**

Select the appropriate grant program for which you are making application.

### **Section 3 – Applicant Agency**

Enter the legal name and address of the organization that has the authority to legally bind the agency in a contract.

For an agency within a city government system (i.e. Police Department), the **city** is the applicant organization. For an agency within a county government system (i.e. Sheriff's Department, Prosecuting Attorney's Office), the **county** is the applicant organization. For an agency within a judicial circuit (i.e. Circuit Court, Juvenile Office), the **county** that provides fiscal management is the applicant organization.

**Byrne and LLEBG**– Only state and local units of government are eligible to apply for this funding.

**LGSD** – Only local units of government which have entered into a local government/school district partnership as defined in Section 589.300 to 589.310, Supp. 1995 are eligible to apply for this funding.

**Title V** - Only local units of government are eligible to apply for this funding.

**Section 4 – Applicant Authorized Official** - This person cannot be the same person named as the Project Director.

Enter the name and address of the individual who has the authority to legally bind the applicant agency, as listed in Section 3, in a contract.

**City Government** – If the applicant agency is a city, the mayor/city administrator shall be the Authorized Official.

**County Government** – If the applicant agency is a county, the county commissioner/administrator shall be the Authorized Official.

**Private/Nonprofit** – If the applicant agency is a private, nonprofit organization, the Authorized Official must be the individual who has the legal authority to bind the organization in a contract. Any potential funds awarded as a result of this application cannot be used for the salary of the Authorized Official. Generally, the executive director of the organization or the board chairperson for the organization may act as the Authorized Official.

### **Section 5 – Project Director**

Enter the name and address of the person who will have direct oversight of the proposed project.

If the project agency is a local law enforcement agency, the Project Director shall be the chief or sheriff of that agency. Exceptions to this requirement are the St. Louis Metropolitan Police Department and the Kansas City Police Department.

### **Section 6 – Applicant Fiscal Officer**

Enter the name and address of the individual who has responsibility for project accounting, reporting, and closeout.

### **Section 7 – Non-Profit Board Chairperson**

Enter the name and address of the individual serving as the organization's board chairperson. Please provide an address other than the agency address if possible.

*\*This section is not applicable to agencies that are not considered a 501 (c) (3) non-profit organization.*

### **Section 8 – Project Title**

### **Section 9 – Type of Application**

Indicate the type of application based on the following:

**NEW** - If this application is being submitted as part of a competitive bid process, the type of application is considered "New".

**REVISED** - If the agency has specifically been asked by the Department of Public Safety to revise a portion of a New or Renewal application, the type of application is considered "Revised".

**RENEWAL** - If the agency has specifically been notified of the opportunity to renew an existing contract, the type of application is considered "Renewal".

**CONTINUATION** – If this application is being submitted as part of a competitive bid process to continue a program currently funded by the Department of Public Safety, the type of application is considered "Continuation".

### **Section 10 – Current Contract Number(s)**

Indicate the DPS Contract Number if the applicant agency currently has a contract through the identified grant program.

### **Section 11 – Applicant's Federal Tax I.D. Number**

Enter the applicant organization's Federal Tax Identification Number. This number must be included in order to document receipt of this application.

### **Section 12 – Program Category**

Enter the appropriate categorical description for this proposed project. Refer to the Program Description section of the application for a listing of the appropriate categories.

This section is not required for VOCA, SSVF, STOP, Title V or Challenge grants.

### **Section 13 – Contract Period**

Enter the appropriate contract period for this proposed project. Please see the following listing.

VOCA – October 1 through September 30

SSVF – July 1 through June 30

STOP – January 1 through December 31

Title V – October 1 through September 30

Title II – October 1 through September 30

JAIBG – October 1 through September 30

Challenge – See Program Description

Byrne – July 1 through June 30

MCLUP – July 1 through June 30

RSAT – July 1 through June 30

CLAP – July 1 through June 30

LLEBG – May 1 through October 31

LGSD – July 1 through June 30

### **Section 14 – Type of Project**

Check the appropriate box.

### **Section 15 – Program Income**

If program income will be generated by this proposed project, please indicate in this section. Refer to the program application for information on program income.

### **Section 16 – Budget**

Refer to the program application for the appropriate funding categories for the proposed project. Enter the total cost amounts from each individual budget page in the appropriately identified space. Enter the total Project Cost based on the totals taken from the individual budget pages. Enter the federal/state share and the local match shares. Make sure that the total federal/state share from the individual budget pages agrees with the amount entered on this sheet. Also make sure that the total local match share calculated from the individual budget pages agrees with the amount entered in this section. Refer to the program application for the description of the local match share if required.

### **Section 17 – Authorized Official's Signature**


This application must bear the ORIGINAL SIGNATURE of the Authorized Official as identified in Section 4.

<b>PERSONNEL</b>		<b>PROJECT TITLE:</b>				
		<b>APPLICANT AGENCY:</b>				
<b>INSTRUCTIONS</b>						
1. Include all personnel to be employed on the proposed project. 2. Under <b>Title or Position</b> , list each proposed position. 3. Under <b>Name of the Individual</b> , list the name of the person who will fill each proposed position (if known). 4. Show <b>Gross Monthly Salary</b> for each individual and show the <b>Percent Of Time</b> to be devoted to this grant-funded project. 5. The <b>Total Costs</b> should be calculated as follows: $(\text{Salary/Month}) \times (\% \text{ of Time on Grant}) \times (\text{Months to be employed})$ .				6. Under the <b>Fringe Benefits</b> section, identify the particular benefits such as social security, workers' compensation, medical insurance, etc. If dental and vision insurance are not included in the health insurance premium they should be listed separately. All fringe benefits provided must be itemized. 7. Under the column entitled <b>Basis for Cost Estimate</b> , enter the formula for computing the cost for each fringe benefit. 8. Enter the total in the <b>Total Cost</b> column.		
TITLE OR POSITION	NAME OF INDIVIDUAL	SALARY PER MONTH	FT OR PT	% OF TIME ON GRANT	MONTHS TO BE EMPLOYED	TOTAL COST
<b>SUBTOTAL</b>						\$
<b>FRINGE BENEFITS</b>		<b>BASIS FOR COST ESTIMATE</b>				
F.I.C.A. & Medicare (.0765) PENSION/RETIREMENT LIFE INSURANCE MEDICAL INSURANCE UNEMPLOYMENT COMPENSATION WORKERS' COMPENSATION LIAB. OTHER (PLEASE IDENTIFY)						
<b>SUBTOTAL</b>						\$
State/Federal Share	\$	<b>TOTAL PERSONNEL COST</b>				\$
Local Match Share	\$					


<b>PERSONNEL</b>	<b>PROJECT TITLE:</b> Title II Youth Project					
	<b>APPLICANT AGENCY:</b> Lewis, Clark, & Friends					
<b>INSTRUCTIONS</b>						
1. Include all personnel to be employed on the proposed project. 2. Under <b>Title or Position</b> , list each proposed position. 3. Under <b>Name of the Individual</b> , list the name of the person who will fill each proposed position (if known). 4. Show <b>Gross Monthly Salary</b> for each individual and show the <b>Percent Of Time</b> to be devoted to this grant-funded project. 5. The <b>Total Costs</b> should be calculated as follows: (Salary/Month) x (% of Time on Grant) x (Months to be employed).				6. Under the <b>Fringe Benefits</b> section, identify the particular benefits such as social security, workers' compensation, medical insurance, etc. If dental and vision insurance are not included in the health insurance premium they should be listed separately. All fringe benefits provided must be itemized. 7. Under the column entitled <b>Basis for Cost Estimate</b> , enter the formula for computing the cost for each fringe benefit. 8. Enter the total in the <b>Total Cost</b> column.		
TITLE OR POSITION	NAME OF INDIVIDUAL	SALARY PER MONTH	FT OR PT	% OF TIME ON GRANT	MONTHS TO BE EMPLOYED	TOTAL COST
Program Coordinator	Dick Smith	4,000.00	FT	100	12	48,000.00
Program Assistant	Jane Doe	1,000.00	PT	50	12	6,000.00
<b>SUBTOTAL</b>						\$ 54,000.00
FRINGE BENEFITS	BASIS FOR COST ESTIMATE					
F.I.C.A. & Medicare (.0765)	54,000 x 7.65%					4,131.00
PENSION/RETIREMENT	N/A					0.00
LIFE INSURANCE	D. Smith - \$7.25/ month x 12 = \$87.00 ; J. Doe - \$7.25/month x 50% x 12 = 43.50					130.50
MEDICAL INSURANCE	D. Smith – 3 months @ 300.50 = 901.50 ; 9 months @ 322.75 = 2,904.75					3,806.25
UNEMPLOYMENT COMPENSATION	N/A					0.00
WORKERS' COMPENSATION LIAB.	N/A					0.00
OTHER (PLEASE IDENTIFY)	Dental Insurance: J. Doe - \$6.75/month x 12 months x 50%					40.50
<b>SUBTOTAL</b>						\$ 8,108.25
State/Federal Share	\$62,108.25	<b>TOTAL PERSONNEL COST</b>				\$62,108.25
Local Match Share	\$ 0.00					



<b>TRAVEL</b>		<b>PROJECT TITLE:</b>	
		<b>APPLICANT AGENCY:</b>	
<b>INSTRUCTIONS</b>			
1. Itemize travel expenses by event. 2. <b>Under the Item, list the type of travel (local, in-state, out-state), location and reason for travel.</b> 3. <b>Under the Basis for Cost Estimate, supply information regarding total distance to be traveled, the rate per mile, total days of travel, daily subsistence allowance, and number of people traveling.</b> 4. Justify in the narrative (under Budget Justification) why the travel is necessary for project execution and who will be traveling. 5. In training projects, where travel and subsistence of trainees is included, list the item separately and show the number of trainees and the allowance per trainee.		6. Tuition and registration fees for eligible training <u>must be listed under the Supplies/Operations</u> category. 7. Enter the costs in the Total Cost column. 8. The amount of mileage allowance shall not exceed 41.5¢ per mile and shall not exceed actual transportation fare where public common-carrier transportation is used (exclusive of first class accommodations.) Travel must be by the most direct practical route. Actual transportation expenses and the amount of meal charges shall not exceed the actual costs and must be reasonable. Lodging expenses will be reasonable. Local rules and regulations will apply if they are more restrictive than those mentioned above. Travel expenses will not be reimbursed until the travel has occurred.	
<b>ITEM</b>	<b>BASIS FOR COST ESTIMATE</b>		<b>TOTAL COST</b>
State/Federal Share	\$	<b>TOTAL TRAVEL COST</b>	\$
Local Match Share	\$		

<b>TRAVEL</b>		<b>PROJECT TITLE:</b> Title II Youth Project	
		<b>APPLICANT AGENCY:</b> Lewis, Clark, & Friends	
<b>INSTRUCTIONS</b>			
1. Itemize travel expenses by event. 2. Under the <b>Item</b> , list the type of travel (local, in-state, out-state), location and reason for travel. 3. Under the <b>Basis for Cost Estimate</b> , supply information regarding total distance to be traveled, the rate per mile, total days of travel, daily subsistence allowance, and number of people traveling. 4. Justify in the narrative (under Budget Justification) why the travel is necessary for project execution and who will be traveling. 5. In training projects, where travel and subsistence of trainees is included, list the item separately and show the number of trainees and the allowance per trainee.		6. Tuition and registration fees for eligible training <u>must be listed under the Supplies/Operations</u> category. 7. Enter the costs in the <b>Total Cost</b> column. 8. The amount of mileage allowance shall not exceed 41.5¢ per mile and shall not exceed actual transportation fare where public common-carrier transportation is used (exclusive of first class accommodations.) Travel must be by the most direct practical route. Actual transportation expenses and the amount of meal charges shall not exceed the actual costs and must be reasonable. Lodging expenses will be reasonable. Local rules and regulations will apply if they are more restrictive than those mentioned above. Travel expenses will not be reimbursed until the travel has occurred	
<b>ITEM</b>	<b>BASIS FOR COST ESTIMATE</b>		<b>TOTAL COST</b>
Local mileage for Program Assistant to transport youth to (2) program sites, home, & service appointments	41.67 miles per month (500 miles annually) x \$0.415 / mile		207.52
			
State/Federal Share	\$ 207.52	<b>TOTAL TRAVEL COST</b>	\$207.52
Local Match Share	\$ 0.00		




<b>EQUIPMENT</b>	<b>PROJECT TITLE:</b> Title II Youth Project		
	<b>APPLICANT AGENCY:</b> Lewis, Clark, and Friends		
<b>INSTRUCTIONS</b>			
1. Equipment is defined as tangible personal property having a useful life of more than one year.  2. Under the <b>Item</b> column, describe each type of equipment in terms of size, capability, etc.		3. Under the <b>Basis for Cost Estimate</b> , list the number of units of each type of equipment and provide a unit cost.  4. Under the <b>Total Cost</b> column, record the cost to be calculated as follows: (number of units) x (unit cost).	
<b>ITEM</b>	<b>BASIS FOR COST ESTIMATE</b>		<b>TOTAL COST</b>
Dell Dimension 5500 Desktop PC w/ monitor for Program Coordinator	"Dell Business" Website Quote on 05/03/06  \$715.79 (PC) \$39.50 (Shipping)		755.29
C- 5000 Compaq Ink Jet Printer for Program Coordinator	1 printer for printing of staff documentation, client notes, and DPS reimbursement forms (www.walmart.com)		\$97.45
			
State/Federal Share	\$	852.74	<b>TOTAL EQUIPMENT COST</b> \$ 852.74
Local Match Share	\$	0.00	

[illegible]

<b>SUPPLIES/OPERATIONS</b>	<b>PROJECT TITLE:</b> Title II Youth Project		
	<b>APPLICANT AGENCY:</b> Lewis, Clark, and Friends		
<b>INSTRUCTIONS</b>			
1. Under the <b>Item</b> column, list by type of supply or operational expense (i.e., office supplies, training materials, telephone, postage, etc.). Be as specific as possible.  2. Under the <b>Basis for Cost Estimate</b> column, list the cost per unit and the number of units requested.		3. Under <b>Total Cost</b> column, record the cost to be calculated as follows: (number of units) x (unit cost).  4. Tuition and registration fees for eligible training must be listed on this page. These fees will not be reimbursed until the training has occurred.  5. Please refer to the Certified Assurances pertaining to supplies and operating expenses for further information.	
<b>ITEM</b>	<b>BASIS FOR COST ESTIMATE</b>		<b>TOTAL COST</b>
Violence and Drug Abuse Prevention curriculum materials purchased from ABC Publishing, Inc.	200 workbooks @ \$15.00 ea. ; 200 self-study kits @ 50.00 ea. ; "Never A Good Idea" DVD's @ 18.00 ea. X 12  (\$40.00 shipping/handling)  (3,000.00 + 10,000.00 + 216 + 40.00)		13,256.00
Healthy snacks for program's after-school study and recovery sessions (3 days/ wk)	\$2.00 per child, assuming an average attendance of 20 youth = \$40.00 per day x 3 days, x 36 weeks		\$4,320.00
Administrative Costs	Costs associated with administration of program services and coordination of program staff. This amount is based upon a total program cost (excluding admin. costs) of \$118,244.41 x .05		\$5,912.23
Example			
State/Federal Share	\$	23,488.23	<b>TOTAL SUPPLIES/ OPERATIONS COST</b> \$ 23,488.23
Local Match Share	\$	0.00	

<b>CONTRACTUAL</b>		<b>PROJECT TITLE:</b>	
		<b>APPLICANT AGENCY:</b>	
<b>INSTRUCTIONS</b>			
1. Under the <b>Nature of Service</b> column, describe the types of consultant services or contracts desired.  2. Under the <b>Basis for Cost Estimate</b> , enter the total amount of time to be used and the rate of compensation per unit of time. <i>In the narrative under budget justification, include statements justifying the rate of compensation per unit of time and the necessity for including the costs in the project budget.</i>		3. In the <b>Total Cost</b> column, record the costs to be calculated as follows: (amount of time) x (rate of compensation).  4. A copy of any contractual agreement made as a result of an award through this grant program must be forwarded to the Department of Public Safety. Any service that <b>does not</b> have a contractual agreement cannot be listed on this page.  5. Any contractual agreement entered into as a result of an award of contract by DPS must be for a time period within the contract period designated by DPS.	
<b>NATURE OF SERVICE</b>	<b>BASIS FOR COST ESTIMATE</b>		<b>TOTAL COST</b>
State/Federal Share	\$	<b>TOTAL CONTRACTUAL COST</b>	\$
Local Match Share	\$		

<b>CONTRACTUAL</b>	<b>PROJECT TITLE:</b> Title II Youth Project		
	<b>APPLICANT AGENCY:</b> Lewis, Clark, and Friends		
<b>INSTRUCTIONS</b>			
1. Under the <b>Nature of Service</b> column, describe the types of consultant services or contracts desired.  2. Under the <b>Basis for Cost Estimate</b> , enter the total amount of time to be used and the rate of compensation per unit of time. <i>In the narrative under budget justification, include statements justifying the rate of compensation per unit of time and the necessity for including the costs in the project budget.</i>		3. In the <b>Total Cost</b> column, record the costs to be calculated as follows: (amount of time) x (rate of compensation).  4. A copy of any contractual agreement made as a result of an award through this grant program must be forwarded to the Department of Public Safety. Any service that <b>does not</b> have a contractual agreement cannot be listed on this page.  5. Any contractual agreement entered into as a result of an award of contract by DPS must be for a time period within the contract period designated by DPS.	
<b>NATURE OF SERVICE</b>	<b>BASIS FOR COST ESTIMATE</b>		<b>TOTAL COST</b>
Individualized victim-empathy counseling for program youth	A therapist will provide 50 identified youth 10 hours of weekly therapy for 3 weeks (2 hours per session)  50 youth x 30 hrs of therapy @ \$25.00/hr		\$37, 500.00
			
State/Federal Share	\$37, 500.00	<b>TOTAL CONTRACTUAL COST</b>	\$37, 500.00
Local Match Share	\$0.00		



2006 FORMULA (TITLE II) PROPOSAL SUMMARY FORM - - (This form MUST be typed)		
<i>Please select purpose area:</i>	<i>Project Year:</i>	<i>Amount of JJDP Funds Requested:</i>
<input type="checkbox"/> <b>J.1 Court Services</b>	<input type="checkbox"/> First Year	\$
<input type="checkbox"/> <b>J.2 Diversion</b>		
<input type="checkbox"/> <b>J.3 Aftercare / Reentry</b>		
<input type="checkbox"/> <b>J.4 Disproportionate Minority Contact</b>		
<i>Program Title:</i>		
<i>Applicant Agency and Address:</i>		<i>Project Director Name, Phone, Fax &amp; Email:</i>
<i>Youth Outputs: (number of youth to be served):</i>		<i>Estimated Cost Per/Youth:</i>
		\$
		<i># of Paid Staff:</i>
		<i># of Volunteers:</i>
<i>Summary of Proposal:</i> In five (5) lines or less provide a summary of your program that can be used in press releases or reports if your project is funded.		
<i>Goal:</i>		
<i>Activities that Support your Goal:</i>		
<i>Performance Based Measures:</i>		
<u><b>Outputs:</b></u>		
<u><b>Outcomes:</b></u>		

## AUDIT REQUIREMENTS

If you are awarded funds through the Missouri Department of Public Safety, you **ARE** required to submit a copy of your agency's audit for the period covered by this contract.

- ⇒ An audit is required for the agency fiscal year, when **State** financial assistance, (which consists of funds received directly from the State of Missouri, but does not include federal pass-through funds), of **\$100,000** or more is expended by the applicant agency.
- ⇒ An audit is required for the agency fiscal year, when **Federal** financial assistance, (which consists of funds received from the Federal Government or federal funds passed through state agencies), of **\$500,000** or more is expended by the applicant agency.
- ⇒ No audit of any type is required when **STATE** financial assistance of less than \$100,000 or **FEDERAL** financial assistance of less than \$500,000 is expended. However, the recipient must maintain detailed records on grant activity required for such grants.



This section must be completed **even if your agency is not required** to submit an audit to the Missouri Department of Public Safety.

1. Date of last audit: \_\_\_\_\_
2. Date(s) covered by last audit: \_\_\_\_\_
3. Last audit performed by: \_\_\_\_\_  
Phone number of auditor: \_\_\_\_\_
4. Date of next audit: \_\_\_\_\_
5. Date(s) to be covered by next audit: \_\_\_\_\_
6. Next audit will be performed by: \_\_\_\_\_  
Phone number of auditor: \_\_\_\_\_
7. Total amount of funds received from **ALL** entities **INCLUDING** the Department of Public Safety: Federal Amount: \$ \_\_\_\_\_ State Amount: \_\_\_\_\_

**NOTE:** State Auditor of Missouri audits all state agencies, third class counties, and all judicial circuits. First, second, and fourth-class counties and other local political subdivisions and not-for-profit agencies must make arrangements with a private CPA firm to perform an audit.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Authorized Official)

Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

## REPORT OF EXPENDITURES AND CHECK PAYEE INFORMATION

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The following information is necessary if your agency receives a contract from the Missouri Department of Public Safety

**Name and address** of the individual who will be responsible for completing the Monthly Report of Expenditures and Request for Reimbursement. *(The Monthly Report of Expenditures and Request for Reimbursement will be mailed to this individual each month.)*

NAME: \_\_\_\_\_

AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

(Include city, state, and zip)

TELEPHONE: \_(\_\_\_\_\_)\_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

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**Check Payee Information** - List the name and address of the check payee. Do not include an individual's name, *only the name and address of the agency to which the check must be made payable.*

AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

(Include city, state, and zip)

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Name and address of the individual to whom the check needs to be mailed. *(The check will be mailed directly to this individual each month.)*

NAME: \_\_\_\_\_

AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

(Include city, state, and zip)

TELEPHONE: \_(\_\_\_\_\_)\_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

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## JJDP CERTIFIED ASSURANCES

AGENCY NAME:

PROJECT TITLE:

**CONTRACT PERIOD: October 1, 2006 – September 30, 2007**

**In addition to the general terms contained in the *Application Packet*, and the *Federal Assurances (OJP Form)*, the applicant is also conditioned upon and subject to compliance with the following assurances:**

1. The applicant agrees to maintain the records necessary to evaluate the effectiveness of the project.
2. Monthly Program Reports for Title II, Title V, Challenge, and JABG subcontracts are due the 10<sup>th</sup> of each month.
3. The applicant agrees to submit, within 15 days of the project period ending date, a performance report which will include a summary description of the project; the data collected on the performance indicators included in the program description of the application package; the results of the evaluation process; and a brief assessment of impact.
4. The applicant agrees to comply with the provisions outlined in the Program Description for the Title II, Title V, Challenge, and JABG grant programs.
5. **Travel:** Expenditures for travel must be supported and documented by signed travel vouchers. Hotel/motel and meal receipts must be on file. Maximum amounts have been established for mileage, meals and other expenses. **Check with the Department of Public Safety for current rates.** Reimbursement of travel expenses will not occur until after the travel has taken place. Prior approval must be obtained from the MODPS prior to attending any training / travel that is not specifically outlined in the approved budget.
6. **Equipment:** Expenditures for equipment must be in accordance with the approved budget. All items of equipment must be assigned an inventory number and be readily identifiable as being purchased with Missouri Department of Public Safety funds.
7. **Supplies/Operating Expenses:** Expenditures for supplies and operating expenses shall be in accordance with the approved budget. Documentation in the form of paid bills and vouchers must support every expenditure requested for reimbursement. Care shall be given to assure that all items purchased directly relate to the specific project objectives for which the contract was approved. The titles of films, brochures, and other "miscellaneous items", not specifically outlined in the approved budget, must be submitted to the Missouri Department of Public Safety, Office of the Director, for approval **prior** to purchasing same. Reimbursement of conference registration fees will not be provided until the conference has taken place.
8. **Personnel:** The applicant assures that any personnel costs shall be supported by time and attendance records and that proper records shall be maintained to adequately substantiate time spent to carry out the specific objectives for which the contract was approved.
9. **Local Share:** The approved match must be expended within the period for which federal funds are available for expenditure under the approved contract. Records must be maintained to show the amount and timing of the match. These records are subject to audit in the same manner and to the same extent as books and records dealing with federal funds.  
  
**Failure to provide the approved match may result in your agency being required to refund the federal share to the Missouri Department of Public Safety.**
10. **Interest:** The applicant assures that federal funds will not be used to pay interest or any other financial costs.

11. **Budget Revisions:**

**Formal Budget Revisions:** Prior approval must be received from the Missouri Department of Public Safety, Office of the Director, for certain types of changes to the budget or project scope. These types of changes are listed below:

- a. The addition or deletion of a specific budget line item
- b. Monetary changes in the approved budget categories
- c. A change in the scope of the project
- d. A change in or temporary absences of the project director or authorized official
- e. A change in the project site
- f. A change in the name of the agency

Prior approval must be received from the Missouri Department of Public Safety for any **programmatic** changes in the contract.

Timing of Formal Budget Revisions: If a budget or programmatic revision is required, the request for a change must be submitted at least 30 days prior to the proposed change taking effect and at least 60 days prior to the end of the contract. Budget revisions must be requested on the required form. Budget revisions will not be retroactive unless there are extenuating circumstances presented.

12. **Contractual Services:** The applicant assures that the following general requirements will be followed when subcontracting for work or services contained in this proposal:

- a. All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation, and length of time over which the services will be provided which shall not exceed the length of the grant period.
- b. A copy of all written contracts for contractual or consultant services must be forwarded to the Missouri Department of Public Safety, Office of the Director, upon their ratification.
- c. Payments must be supported by statements providing the services rendered and supporting the period covered.
- d. Any contract or agreement for service of \$3,000 or more which is not entered into as a result of competitive bidding procedures (or if only one bid is received) must receive prior approval from the Missouri Department of Public Safety, Office of the Director.
- e. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the market place. The maximum rate for consultants is \$450 (excluding travel and subsistence costs for an eight-hour day. An eight-hour day may include preparation, evaluation, and travel time in addition to time required for actual performance. A request for over \$450 per day requires prior approval and additional justification.

13. **Sole Source Procurement:** When only one bid is received or only one vendor is contacted, the purchase is deemed to be sole source procurement. Sole source procurement on purchases with an individual cost from \$3,000 to \$100,000 requires **prior** approval by the Department of Public Safety.

In addition, sole source procurement for amounts in excess of \$100,000 requires **prior** U.S. Department of Justice approval.

14. The applicant shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety, Office of the Director.
15. The applicant certifies that all expendable and non-expendable property purchased with funds awarded under this contract shall only be used for allowable activities as outlined in the Program Descriptions and the Missouri Department of Public Safety's Financial and Administrative Guidelines for the Title II, Title V, Challenge, and JABG grant programs.

16. The applicant assures that federal block and formula grant funds made available will not be used to supplant state and local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for the activities of this project
17. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Missouri Department of Public Safety, Office of the Director, shall prescribe will be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this contract.
18. **Audit:** The applicant agrees to provide an annual audit of their organization, if required, in accordance with the provisions of Office of Management and Budget Circulars applicable to their organization.
19. The applicant assures that it shall maintain such data and information and submit such reports, in such form, at such times, and containing such information as the Missouri Department of Public Safety, Office of the Director, may require. This includes any additional information that may be necessary in follow-up to monitoring and/or audit issues, and in response to requests from the Department of Justice.
20. If the applicant is a law enforcement agency, the applicant assures that the agency is in compliance with sections 590.100 to 590.180, RSMo. Section 590.180, subsection 2 states that "any law enforcement agency which employs a peace officer who is not certified as required by sections 590.100 to 590.180 shall not be eligible to receive state or federal funds which would otherwise be paid to it for purposes of training and certifying peace officers or for other law enforcement, safety or criminal justice purposes."
21. If the applicant is a law enforcement agency, the applicant assures that the agency is in compliance with the provisions of Section 43.505, RSMo relating to uniform crime reporting, and Section 590.650, RSMo relating to racial profiling.
22. The Missouri Department of Public Safety, Office of the Director reserves the right to terminate any contract entered into as a result of this application at its sole discretion and without penalty or recourse by giving written notice to the contractor. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the contractor under the contract shall, at the option of the Missouri Department of Public Safety, become property of the State of Missouri. The contractor shall be entitled to receive just and equitable compensation for that work completed prior to the effective date of termination.
23. The subgrantee agrees to account for project income generated by the activities of this sub grant, and must report receipts and expenditures of this income on a Form 312, "Report of Project Income". (NOTE: All project income must be expended during the life of the sub grant).
24. An award of contract, entered into as a result of this application, shall not bind or purport to bind the Department of Public Safety for any contractual commitment in excess of the original contract period contained in such an award of contract. However, the Department of Public Safety shall have the right, at its sole discretion, to renew any such award of contract on a year-to-year basis. Should the Department of Public Safety exercise its right to renew the contract, the renewal shall be subject to the terms set forth by the Department of Public Safety in the documents developed for such renewal. Failure to comply with such terms set forth by the Department of Public Safety will result in the forfeiture of such a renewal option.
25. **Printing:** All printed materials supported with grant funding must include an acknowledgement of the funding source similar to the following:  
  
*"This project was supported by funding made available through a Juvenile Justice and Delinquency Act Grant Program administered by the U.S. Department of Justice and the Missouri Department of Public Safety, Office of the Director, and the Juvenile Justice Advisory Group."*
26. It is understood and agreed upon that, in the event funds from state and/or federal sources are not appropriated and continued at an aggregate level sufficient to cover the contract costs, or in the event of a change in federal

or state laws relevant to these costs, the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice

*Failure to comply with any of the foregoing certified assurances could result in funds being withheld until such time as the contractor takes appropriate action to rectify the incident(s) of non-compliance.*

The applicant hereby certifies, by signature, acceptance of the terms and conditions specified or incorporated by reference herein, including those stated in the contract application and the federal assurances (OJP Form).

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Authorized Official

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DATE

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Project Director

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DATE

**FEDERAL - STANDARD ASSURANCES**

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63.
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any sub grantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); *see* Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity—
  - a) it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
  - b) it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

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**Authorized Official Signature**

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**Date**



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**Project Director Signature**

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**Date**

# **FORMULA (TITLE II) GRANT REQUEST FOR PROPOSAL**

**APPENDIX D  
(FINANCIAL & ADMINISTRATIVE GUIDELINES,**

## **I. AWARD AND ACCEPTANCE OF CONTRACT**

### **A. Award of Contract**

After completion of the review process, the Missouri Department of Public Safety in the form of the Award of Contract document formally awards contract applications designated for approval. This award identifies the Missouri Department of Public Safety (Administrative Agency), the Contractor, the contract period, amount of federal funds, and the contract number. As appropriate, special conditions are included which the Contractor must meet if the award is accepted. All correspondence concerning the award shall refer to the designated contract number shown on the *Award of Contract* document.

### **B. Acceptance of Award**

The *Award of Contract* constitutes a contractual agreement between the Missouri Department of Public Safety and the Contractor for use of federal funds in the implementation of the project covered by the award as outlined in the Application for Contract and the Project Narrative. This contractual agreement may be terminated without further cause if the Contractor fails to affirm its acceptance of the award by signing and returning the *Award of Contract* to the Missouri Department of Public Safety **WITHIN 45 DAYS** from the date of award. No federal funds shall be disbursed to the Contractor until the Missouri Department of Public Safety has received the signed acceptance.

### **C. Cancellation Conditions**

If a project is not operational within **60 DAYS** of the contract starting date, the Contractor must report by letter to the Missouri Department of Public Safety the steps taken to initiate the project, the reasons for delay, and the expected starting date.

If a project is not operational within **90 DAYS** of the contract starting date, the Contractor must submit a second statement to the Missouri Department of Public Safety explaining the implementation delay. Upon receipt of the 90-day letter, the Missouri Department of Public Safety may decide to cancel the project.

## **II. PAYMENT AND REPORTING OF FUNDS**

### **A. Report of Expenditures and Request for Reimbursement**

Contractors will be required to verify on a monthly basis actual cash expenditures and then request reimbursement for expenditures. The *Monthly Report of Expenditures and Request for Reimbursement* is mailed to the Contractor on a monthly basis with the due date being the tenth (10th) day of each month. The *Monthly Report of Expenditures and Request for Reimbursement* is used by the Missouri Department of Public Safety to process checks sent out to the Contractor for reimbursement of expenditures. Failure to submit the required forms on time shall be taken as failure to adhere to the Acceptance of the Contract, and may result in termination.

## **B. Obligated Funds**

Funds are considered obligated by a Contractor when a legal liability to pay determinable sums for services or goods is incurred, which will require payment during the same or future period. When a purchase order is issued, funds are considered obligated. All funds must be obligated by the contract period ending date. Any funds not properly obligated within the contract period will lapse and revert to the Missouri Department of Public Safety. Travel expenses will only be allowed for events, training, and other activities held during the time period of the contract. Funds cannot be obligated for an activity that will take place outside of the contract period.

## **C. Expended Funds**

Funds are considered to be expended when payment is made. Funds that have been properly obligated by the end of the contract period will have **90 days** in which to be expended. Any funds not expended at the end of that 90-day period will lapse and revert to the Missouri Department of Public Safety.

## **III. PROCUREMENT POLICY**

### **A. Allow Ability of Costs**

The Missouri Department of Public Safety has included unallowable costs in **VIII. GENERAL CONTRACT REQUIREMENTS**, **A. Unallowable Costs**. The U.S. Department of Justice Financial Guide and *Office of Management and Budget (OMB) Circular A-87*, “Cost Principles for State and Local Governments” and *OMB Circular A-122*, “Cost Principles for Nonprofit Organizations” provide the principles utilized in the establishment of the allowable and unallowable costs. OMB Circulars are guides for all federal grants.

If the Contractor is uncertain as to whether a cost is allowable, please contact the respective Program Specialist with the Missouri Department of Public Safety for clarification.

### **B. Procurement of Costs**

It should be determined that the item to be purchased is an approved budget item (approved by the Missouri Department of Public Safety and shown in the application), that any necessary prior approval has been obtained, that no other item owned by the Contractor is available for the purpose, and that sufficient funds are in the budget.

All Contractors must adhere to the procurement standards contained in the OMB Circulars applicable to their organization as listed below:

- 1) **State and Local Governments – Common Rule** – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, 28 CFT Part 66.
- 2) **Nonprofit Organizations – OMB Circular A-110**, Uniform Administration Requirements and Agreements with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations.

All contractors are encouraged to use their own procurement regulations provided that the procurement regulations conform to applicable federal law and the standards identified in the Procurement Standards Sections of the Grant Common Rule or OMB Circular A-110. At a minimum, the contractor must meet the following procurement standards:

- 1) All procurement transactions whether negotiated or competitively bid and without regard to dollar value shall be conducted in a manner so as to provide maximum open and free competition.
- 2) All quotations and the rationale behind the selection of a source of supply must be retained, attached to the purchase order copy, and placed in the accounting files.
- 3) Where only one bid or positive proposal is received, it is deemed to be sole source procurement. Sole source procurement on amounts \$3,000 and more require prior approval from the Missouri Department of Public Safety. Sole source procurement of items costing \$100,000 or more requires prior U.S. Department of Justice approval.
- 4) Items costing less than \$3,000 may be purchased with prudence on the open market.
- 5) All purchases estimated to cost between \$3,000 but less than \$24,999, must be competitively bid, but need not be solicited by mail or advertisement.
- 6) All purchases with an estimated expenditure of \$25,000 or more shall be advertised for bids in at least two daily newspapers of general circulation in such places most likely to reach prospective bidders at least five days before bids for such purchases are to be opened.

### **C. Contract Requirements**

When a Contractor subcontracts for work or services, the following is required:

- 1) All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation and length of time over which the services will be provided which shall not exceed the length of the contract period.
- 2) A copy of all written contracts for contractual or consultant services must be forwarded to the Missouri Department of Public Safety upon their ratification.
- 3) Payments must be supported by statements outlining the services rendered and supporting the period covered.
- 4) Any contract or agreement for service of \$3,000 or more which is not entered into as a result of competitive bidding procedures (or if only one bid is received) must receive prior approval from the Missouri Department of Public Safety.

## **IV. PROPERTY**

### **A. Definitions**

The following definitions apply for the purpose of these policies and procedures:

- 1) **Real Property** means land, land improvements, and appurtenances thereto, excluding movable machinery and equipment.
- 2) **Personal Property** means property of any kind except real property. It may be tangible (having physical existence) or intangible (having no physical existence, such as patents, inventions, and copyrights).
- 3) **Equipment** is tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of \$250 or more per unit.
- 4) **Non-expendable Personal Property** means tangible personal property having a useful life of more than one year and an acquisition cost of \$250 or more per unit.

## **B. Title**

Initially, title to property acquired in whole or in part with federal funds in accordance with an approved project budget shall be vested in the Contractor, as long as said property is used for the purposes of the Title II funds. When the property is no longer used for project purposes, the Contractor shall notify the Missouri Department of Public Safety for final disposition instructions.

## **C. Record Requirement**

The Contractor will be required to maintain property management records. At a minimum, property management records maintained by the Contractor must meet the following requirements:

- 1) Records shall contain copies of the purchase order and invoice.
- 2) The records shall include an inventory control listing for non-expendable property. The inventory control list must be reasonably current. The system may be manual or automated, centralized or decentralized. The record must contain:
  - a. Item description;
  - b. Source of property;
  - c. Manufacturer's serial number and, if applicable, a control number;
  - d. Federally funded cost equity at time of acquisition;
  - e. Acquisition date and cost;
  - f. Location, use, and condition of property;
  - g. Ultimate disposition data including sale price or the method used to determine current fair market value.
- 3) A control system shall be in effect to ensure adequate safeguards to prevent loss, damage, or theft to the property. Any loss, damage, or theft of non-expendable property shall be investigated, fully documented, and made part of the contract file.
- 4) Adequate maintenance procedures shall be established to keep the property in good condition.

## **D. Inventory Record Retention**

Records for non-expendable property acquired with federal funds shall be retained for three years **after final disposition of property.**

## **E. Disposition of Personal Non-expendable Property**

Contractors shall dispose of the personal non-expendable property when original or replacement equipment acquired under the award or sub-award is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency. Disposition of the equipment will be made as follows:

- a. Items with a current per unit fair market value of less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation to the Department of Public Safety.
- b. Items with a current per unit fair market value in excess of \$5,000 may be retained or sold and the Department of Public Safety shall have a right to an amount calculated by multiplying the current market value or proceeds from the sale by the Department of Public Safety's share of the equipment. The seller is also eligible for sale costs.

- c. In cases where a contractor fails to take appropriate disposition actions, the Department of Public Safety may direct the contractor to take other disposition actions.

## **F. Intangible Property**

**Copyrights** – Where Department of Public Safety programs produce original books, manuals, films or other material that may be copyrighted, the Contractor may copyright such, but the administration reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, translate, or otherwise use, and to authorize others to publish and use such materials.

**Patents** – If any discovery or invention arises or is developed in the course of or as a result of work performed in a Contractor's project, the Contractor shall refer the discovery or invention to the U.S. Department of Justice which will determine whether or not patent protection will be sought, how any rights therein, including patent rights, will be disposed of and administered, and the necessity of other action required to protect the public interest in work supported with federal funds, all in accordance with the "Government Patent Policy" (President's Memorandum for Heads of Executive Departments and Agencies, February 18, 1983.)

## **V. ACCOUNTING SYSTEM AND FINANCIAL RECORDS**

### **A. Accounting Systems**

All Contractors must establish and maintain accurate financial records and an adequate accounting system to account for funds awarded to them. These records shall include both federal funds and all matching funds. An acceptable and adequate accounting system is considered to:

- 1) Present and classify costs of the contract as required for budgetary and evaluation purposes;
- 2) Provide cost and property control to assure optimal use of federal funds;
- 3) Control funds and other resources to assure that the expenditure of funds and use of property are in compliance with any general or special conditions of the contract;
- 4) Meet the deadlines for submission of financial reporting information, as needed for control and evaluation of all contract costs.

### **B. Total Cost Budgeting and Accounting**

Accounting for all contract funds shall be structured and executed on a "total program cost" basis. That is, total program costs, including federal funds and local matching funds, and any other sources included in the approved project budget, shall be the foundation for fiscal administration and accounting. Contract applications and financial reports require budget and cost estimates on the basis of total costs.

### **C. Contractor Responsibilities**

All Contractors receiving federal funds through the Missouri Department of Public Safety are responsible for the management and fiscal control of all funds. Responsibilities include the accounting of receipts and expenditures, the maintaining of adequate financial records and the refunding of expenditures disallowed by audits.

The Contractor is responsible for all aspects of the contract including proper accounting and financial record keeping. These responsibilities include:

- 1) Reviewing Financial Operations;
- 2) Recording Financial Activities;
- 3) Budgeting and Budget Review;
- 4) Accounting for Non-state Contributions and Non-federal contributions;
- 5) Audit Requirements;
- 6) Reporting Irregularities.

### **D. Record Retention**

Records of the Contractor, including books of original entry, source documents, supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, cancelled checks, and related documents and records are to be retained for a period of three years pursuant to the following:

- 1) The retention period starts from the date of submission of the final Report of Expenditures or from the submission of the audit for the contract period covered.
- 2) Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under a contract or subcontract, whether they are employed full-time or part-time.
- 3) Records must be retained beyond a three-year period if an audit is in progress and/or the findings of a completed audit have not been resolved. If an audit is completed and the findings are resolved prior to the three-year period, records will be retained until the end of the three-year period.
- 4) If state or local law requires a longer period of retention, access to the records will be allowed for purposes of audit.
- 5) The financial records must be kept in an orderly manner and be available for audit purposes to the Missouri Department of Public Safety.
- 6) Contractors are responsible for protecting their records against fire, theft, or other possible damages.

## **VI. MONITORING**

### **A. Monitoring Requirements**

The Missouri Department of Public Safety is required to complete a monitoring report at least once during the contract period. Additional monitoring will be conducted as needed.

Any findings as a result of the monitoring report will be reviewed and final determination made by the Director of the Missouri Department of Public Safety consistent with applicable state and federal laws, regulations, and guidelines.

## **B. Monitoring Purpose**

Monitoring of all programs funded through the Missouri Department of Public Safety is designed to provide assistance to the Contractor both from a technical and programmatic standpoint, as well as to provide the Missouri Department of Public Safety with the necessary information to ensure the Contractor's compliance with state and federal guidelines. This monitoring report will also be used as a tool for determining the progress of the project in achieving its stated objectives and outcomes.

## **C. Monitoring Information Required**

The following information and records will be required and reviewed at the time the monitoring report is conducted:

- 1) A brief summary of project activities to measure the performance of the project to date;
- 2) A list of project expenditures including both the local match and federal funds spent along with copies of invoices and travel vouchers;
- 3) Copies of bid records to verify compliance with local and/or state procurement policies;
- 4) An inventory listing including items with a unit cost of \$250 or more, or a useful life of more than one year, purchased under the contract;
- 5) Copies of time records for any personnel funded by the contract or used as local match under the contract;
- 6) A copy of any written operational procedures developed for the project; and
- 7) Other information pertinent to the federally funded project.

## **VII. AUDIT REQUIREMENTS**

### **A. Audit Responsibilities**

All Contractors are required to comply with the audit requirements contained in **OMB Circular A-133**, "Audits of States, local governments, and non-profit organizations". The required audits are to be on an organization wide basis as opposed to a grant-by-grant basis. All Contractors are further required to include in the audit report a schedule of federal assistance showing the total expenditures of each grant program. The schedule should include:

- 1) Name of federal agency;
- 2) Award amount;
- 3) Contract Period;
- 4) Expenditure activity during the audit period.

### **B. State and Local Units of Government**

If an organization expends \$300,000 or more in federal funds in a year, the organization must have an audit performed in accordance with **OMB Circular A-133**, as amended.

The required audits are to be on an organization-wide basis, independently performed, and must be in accordance with "Government Auditing Standards" covering financial audits.



Audits under **OMB Circular A-133** shall be conducted with reasonable frequency, usually annually, but not less frequently than every two years.

### **C. Technical Assistance**

The Office of Inspector General, Department of Justice, is available to provide technical assistance to contractors in implementing the audit requirements. The assistance is available for areas such as

- 1) Review of the audit arrangements and/or negotiations;
- 2) Review of the audit program or guide to be used for the conduct of the audit.

## **VIII. GENERAL CONTRACT REQUIREMENT**

### **A. Printing and Publicity**

Contractors are encouraged to make the results and accomplishments of their activities available to the public through printed publication or media release.

All printed materials, however, must include an acknowledgement of the funding source similar to the following:

**“This project was supported by funding made available through the Juvenile Justice and Delinquency Prevention Formula Grants Program administered by the U.S. Department of Justice and the Missouri Department of Public Safety, Office of the Director.”**

### **B. Termination of Contracts**

In the event that the Missouri Department of Public Safety determines that a Contractor is operating in a manner inconsistent with the provisions of the application or is failing to comply with the applicable regulations, the Missouri Department of Public Safety may permanently or temporarily terminate the contract. Should this occur, the Contractor has the right to an appeal hearing. In the event a contract is permanently terminated, the Missouri Department of Public Safety may take action as deemed appropriate to recover any portion of the contract funds remaining or an amount equal to the portion of the contract funds wrongfully used.

### **C. Criminal Penalties**

Whoever embezzles, willfully misapplies, steals, or obtains by fraud any funds, assets, or property which are the subject of a grant or contract or other form of assistance, whether received directly or indirectly from the Missouri Department of Public Safety or the U.S. Department of Justice shall be fined not more than \$10,000 or imprisoned for not more than five years, or both. Whoever knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device, any material fact in any application for assistance shall be subject to prosecution under the provisions of Section 1001 of Title 18, United States Code. This applies to any justice program or project underwritten, in whole or in part, by any grant or contract or other form of assistance, whether received directly or indirectly from the Missouri Department of Public Safety or U.S. Department of Justice shall be subject to the provisions of Section 371 of Title 18, United States Code.

## **Office of Management and Budget (OMB) Circulars**

The following Office of Management and Budget (OMB) Circulars have been referenced herein and copies may be obtained from the addresses shown below. It is the responsibility of the recipient agency to comply with the federal guidelines contained in the circulars.

### **OMB CIRCULAR A-87:** "Cost Principles for State and Local Governments"

This circular establishes principles and standards for determining costs applicable to grants and contracts with states and local units of government.

### **OMB CIRCULAR A-102:** "Uniform Administrative Requirement for Grants-in-Aid to State and Local Governments"

This circular establishes standards for the administration of grants to state and local governments.

### **OMB CIRCULAR A-122:** "Cost Principles for Non-Profit Organizations"

This circular establishes principles for determining costs of grants, contracts, and other agreements with non-profit organizations.

### **OMB CIRCULAR A-128:** "Audits of State and Local Governments"

This circular establishes the policy to be followed in the audits of the states and local units of government under the Single Audit Act.

### **OMB CIRCULAR A-133:** "Audits of Institutions of Higher Education and Other Non-Profit Organizations"

This circular establishes standards for the administration of grants to institutions of higher education and other nonprofit organizations.

Copies of these circulars may be obtained from any U.S. Government Printing Office bookstore or by writing to the **Office of Administration, Publications Unit, Room G 236, New Executive Office Building, Washington, D.C. 20503.**

## **OJP GUIDELINE MANUAL**

The **OJP Guideline Manual**, OJP M 7100.1C, "Financial and Administrative Guide for Grants" has been referenced herein. It is the responsibility of the Contractor to comply with the federal guidelines contained in this manual.

A copy of this manual can be obtained from any **U.S. Government Printing Office Bookstore** or by writing to the **Office of Administration, Publications Unit, Room G 236, New Executive Office Building, Washington, D.C. 20503.**

# **FORMULA (TITLE II) GRANT REQUEST FOR PROPOSAL**

REFERENCE MATERIALS

## **Model Program or Program Research & Resources**

Projects that will be considered for funding will include but are not limited to the projects found on the following websites.

OJJDP FORMULA GRANT LOGIC MODELS / PERFORMANCE BASED MEASURES

[http://www.dsgonline.com/Program\\_Logic\\_Model/fg\\_pm.htm](http://www.dsgonline.com/Program_Logic_Model/fg_pm.htm)

### **U.S. Department of Justice**

<http://ojjdp.ncjrs.org/>

Office of Juvenile Justice and Delinquency Prevention (OJJDP)

810 Seventh Street, NW

Washington, D.C. 20531

(202)-307-0751

### **OJJDP MODEL PROGRAMS GUIDE:**

[http://www.dsgonline.com/Model\\_Programs\\_Guide/Web/mpg\\_index\\_flash.htm](http://www.dsgonline.com/Model_Programs_Guide/Web/mpg_index_flash.htm)

American Youth Policy Forum

[www.aypf.org](http://www.aypf.org)

National Drug Control Policy

[www.whitehousedrugpolicy.gov](http://www.whitehousedrugpolicy.gov)

Urban Institute, the Justice Policy Center (Teen Court Project)

[www.urban.org](http://www.urban.org)

National Youth Court Center, American Probation and Parole Association

[www.youthcourt.net](http://www.youthcourt.net)

North Carolina Department of Juvenile Justice and Delinquency Prevention

Links to Delinquency Prevention Resources

<http://www.ncdjdp.org/>

Blueprints for Violence Prevention Center for the Study and Prevention of Violence

Institute of Behavioral Science University of Colorado at Boulder

[www.colorado.edu/cspv/blueprints/](http://www.colorado.edu/cspv/blueprints/)

Substance Abuse and Mental Health Services Administration

[http://modelprograms.samhsa.gov/template\\_cf.cfm?page=model\\_list](http://modelprograms.samhsa.gov/template_cf.cfm?page=model_list)

[http://modelprograms.samhsa.gov/template\\_cf.cfm?page=promising\\_list](http://modelprograms.samhsa.gov/template_cf.cfm?page=promising_list)

[http://modelprograms.samhsa.gov/template\\_cf.cfm?page=effective\\_list](http://modelprograms.samhsa.gov/template_cf.cfm?page=effective_list)

U.S. Department of Education

[www.ed.gov](http://www.ed.gov)

The Gang Resistance Education and Training Program

[www.atf.treas.gov/great/index.htm](http://www.atf.treas.gov/great/index.htm)

National Resource Center for Safe Schools

[www.safetyzone.org](http://www.safetyzone.org)

Hamilton Fish National Institute on School and Community Violence  
<http://www.hamfish.org/programs/>

OJJDP's Disproportionate Minority Contact Webpage  
<http://ojjdp.ncjrs.org/dmc/index.html>

Youth Law Center and Building Blocks for Youth  
[www.ylc.org](http://www.ylc.org)

Columbia University Guidelines for Child and Adolescent Mental Health Referral, Division of Child and Adolescent Psychiatry  
<http://www.promotementalhealth.org/downloads/Guidelines.pdf>

Northwest Regional Educational Laboratories  
<http://www.nwrel.org/mentoring/research.html>

U.S. Department of Education  
<http://www.ed.gov/search/searchResList.jsp?st=0&colParam=ED&lk=1&qt=mentoring>

### **Baseline Data Sites**

ADA Status Report  
<http://www.dmh.missouri.gov/ada/rpts/2005StatusReport.htm>

MSHP Uniform Crime Report (UCR)  
[www.mshp.dps.mo.gov](http://www.mshp.dps.mo.gov)

Missouri Department of Health and Senior Services  
Data  
<http://www.dhss.mo.gov/DataAndStatisticalReports/index.html>

OSEDA  
[www.oseda.missouri.edu/countypage](http://www.oseda.missouri.edu/countypage)

Missouri Student Survey  
[www.mimh.edu/survey/](http://www.mimh.edu/survey/)

State of Missouri Substance Abuse Prevention  
Needs Assessment  
<http://www.myaa.org/needsassess.asp>

Kids Count  
<http://www.oseda.missouri.edu/kidscount/>